

# ***Marine Corps Institute Annual Course Listing***



***Calendar Year 2003***



## UNITED STATES MARINE CORPS

MARINE CORPS INSTITUTE  
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WASHINGTON NAVY YARD DC 20391-5680

IN REPLY REFER TO:

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From: Director, Marine Corps Institute

Subj: MARINE CORPS INSTITUTE (MCI) COURSE INFORMATION

1. The *Annual Course Listing* is a reference document for MCI course information. It contains a listing of active Occupational Specialty Courses, active Professional Military Education Programs, and job aids offered by MCI.
2. This edition replaces the *Annual Course Listing Calendar Year 2002*.
3. Information contained in this paper-based publication is also available on MCI's home page at <http://www.mci.usmc.mil>. Quarterly updates to information contained in this publication will be published and distributed to Marine Corps units through the MCI *Hotline* and the MCI web site under the current Course Catalog link. The *Hotline* is also available on MCI's home page. Units desiring additional copies of this Annual Course Listing should contact MCI Operations at 202-685-7607 (DSN: 325-7607).

T.M. FRANUS  
By direction

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## GUIDE TO USING THE ANNUAL COURSE LISTING

This annual course listing presents all of the active courses and programs MCI publishes.

### ***OCCUPATIONAL SPECIALTY COURSES***

This course catalog lists the occupational specialty courses in numerical order. The first two digits of each course number generally represent the occupational field of the course material. The trailing letter designator in the course number indicates the course version. A brief description of the course and the target audience are provided for each course.

**Prerequisites** for certain courses are listed and explained under the pertinent course.

**Study hours and reserve retirement credits** for occupational specialty courses are provided below course descriptions.

Note: Course completion deadline (CCD) for all MCI occupational specialty courses is 2 years from the date of enrollment.

### ***DISTANCE PROFESSIONAL MILITARY EDUCATION (DPME) PROGRAMS***

**DPME** courses are listed within their respective programs. Enrollment in a single course of a DPME program is NOT allowed. Students may only enroll in one program at a time. The purpose of each program, its eligibility criteria, the prerequisites, the areas of study, additional administrative information, and ACE credit are explained at the beginning of each program listing in the DPME section.

Note: Course completion deadline (CCD) for all MCI DPME programs is 5 years from the date of enrollment.

### ***JOB AIDS***

Job aids guide the Marine through the performance of a particular task. They are designed at a level of detail to minimize trial and error, reduce the amount of recall necessary, and give direction. The classic example of one of MCI's job aids is *The Forward Air Controller Tactical Pocket Checklist*. MCI's job aids do not include examinations. MCI has several job aids available through the Internet at [www.mci.usmc.mil](http://www.mci.usmc.mil), and via MarineNet at [www.marinenet.usmc.mil](http://www.marinenet.usmc.mil). Other jobs aids are available in a paper-based format through MCI. Turn to page 47 for a list of those job aids now available.

### ***CD-BASED COURSES***

If students enroll in a **CD-based course**, they will receive a CD containing the courseware, a paper exam, and all necessary course materials in the mail. The student must have access to a computer with a minimum of a 90mhz Pentium processor, 16 MB RAM, 4x speed CD ROM, sound card w/speakers, and a video card capable of 16 bit color. Check with your local training NCO to see if your unit's commander's library has a CD ROM copy of the course in which you are interested.

### ***WEB-BASED COURSES***

**Web-based courses** are accessible from Learning Resource Centers (LRCs) located throughout the Marine Corps, from desktop PCs connected to base/station Local Area Networks (LAN), and from home computers via the Internet. Marines can enroll, launch, and complete for credit interactive courses via the Marine Corps' E-Learning network, *MarineNet*. Proctored electronic exams are available for all web-based courses. Access to web-based courses and information on taking electronic exams can be found at [www.marinenet.usmc.mil](http://www.marinenet.usmc.mil).

## ***MCI WEB SITE***

The Marine Corps Institute's web site is available to provide customer service to Marines in several areas. It allows the student to review course descriptions, enroll in a course, check course completions, print unofficial transcripts, and verify student records. It also allows students to review or download Portable Document Format (PDF) materials of interest to better facilitate the training program established for their unit. The site also allows students to review our quarterly *Hotline* newsletter, as well as pertinent ALMARs and MARADMINs. The address for our web site is [www.mci.usmc.mil](http://www.mci.usmc.mil). We encourage you to make maximum use of this tool for all your MCI needs.

## ***UNIT VERIFICATION REPORT (UVR)***

The UVR provides commanders, unit training officers, and training NCOs with the status of their unit's MCI program. It is a valuable tool in tracking the progress of your Marines. A password is required to access these reports and can be obtained at the request of your commanding officer to MCI's Student Services Division, or by sending an e-mail to [OMBMCISSD@MBW.USMC.MIL](mailto:OMBMCISSD@MBW.USMC.MIL). Include your battalion CO's name and e-mail address, the unit's RUC/MCC, and your DSN/commercial phone numbers. The UVR is accessed through the UVR link on the MCI Online homepage at [www.mci.usmc.mil](http://www.mci.usmc.mil). Additionally, a UVR tutorial is available on MCI's web site to assist you.

## ***ELECTRONIC TESTING***

Electronic testing is available for several MCI courses at your local Learning Resource Center. To be eligible to take an electronic test for one of the selected paper based courses, a student must turn in all the paper-based test materials issued with the course to the proctor in the LRC. Proctors at the LRCs are prepared to receive these paper exams and then allow the students to take the electronic tests.

## ***COMMANDER'S LIBRARY PROGRAM***

The commander's library program is available to company commanders to help reduce the amount of course books shipped to the fleet while pre-positioning the courses closer to the individual Marines. Commanders may request, via letter, a listing of specific course books to have shipped to them to maintain as a commander's library. Generally, the courses provided should be several of the most popular courses (based on enrollments), or courses specific to the mission of that particular company. Send a written request to Marine Corps Institute, ATTN: Operations (Commander's Library Program), 912 Charles Poor Street SE, Washington Navy Yard DC 20391-5680. Include at a minimum, the reason for the request, the type of unit requesting a commander's library, the MCC-RUC of the unit, a listing of specific courses, quantities requested, and a point of contact by phone. Commanders are responsible for providing their own storage facility and checkout procedures.

## ***BASE LIBRARY PROGRAM***

The purpose of this program is to provide a training and education reference library for Marine units and individuals by supplying base/station libraries, education centers, and training institutions a complete package of all MCI courses and job aids available. When a library or education center is equipped with these courses it also becomes an additional source for Marines to complete courses they may have lost or misplaced, so that they can complete their course within the allotted course completion date. MCI will update your library semiannually with any new courses and most recent revisions to existing courses. To establish a MCI reference library, submit a written request to MCI, ATTN: Operations Section (Base Library Program), and include a point of contact, DSN/commercial phone number, and unit mailing address.

## HOW TO CONTACT MCI

- Web site: [www.mci.usmc.mil](http://www.mci.usmc.mil)
- E-mail: [ombmcissd@mbw.usmc.mil](mailto:ombmcissd@mbw.usmc.mil)
- Phone: 1-800-MCI-USMC/ DSN 325-7438
- Postal Mail: 912 Charles Poor Street, Washington Navy Yard DC 20391-5680
- Visit Us: Building 220, Lejeune Hall, Washington Navy Yard

## LEARNING RESOURCE CENTER (LRC)

The LRC is a designated facility that provides multimedia workstations for Marines to access the distance learning network and web-based courseware. A typical LRC contains 20 networked courses. LRCs are geographically located throughout several Marine Corps Bases (MCBs) and Stations (MCAS) to provide convenient access to interactive, web-based distance learning courses for all Marines.

### LOCATIONS

Marine Barracks, Washington MCI	Washington Navy Yard Bldg. 220, Room 212	(202) 685-7481
Camp Lejeune, NC	Base Library, Bldg. 1220 Holcomb Blvd.	(910) 451-6760
Camp Lejeune, NC	French Creek Recreation Center Bldg. FC330	(910) 451-1446
Camp Lejeune, NC	Stone Bay, Bldg. RR-4 R132	(910) 450-2582
Camp Lejeune, NC	Bldg. 1854 McHugh Blvd. and O Street	(910) 451-4797
Camp Geiger, NC	Bldg. G920 B Street	(910) 449-2047
Camp Johnson, NC	Bldg. M402 Harlem Drive	(910) 450-1400
MCAS New River, NC	Bldg. AS213 Bancroft Street	(910) 449-6737
MCAS New River, NC	Bldg. AS4038 Bancroft Street	(910) 449-6728
Camp Pendleton, CA	San Onofre Area Bldg. 520512	(760) 763-0120
Camp Pendleton, CA	Del Mar Area Bldg. 210725	(760) 763-0118
Camp Margarita, CA	Bldg. 33524	(760) 763-3065
Camp Horno, CA	Bldg. 53523	(760) 763-3258
Edson Range	Bldg. 31604	(760) 763-3259
29 Palms, CA 29	29 Palms South End Bldg. 1527	(760) 830-7141 ext. 246
Quantico, VA	2006 Hawkins Ave. 3 <sup>rd</sup> Floor	(703) 784-4288
MarForRes New Orleans, LA	440 Dauphine St. Bldg. 601 4 <sup>th</sup> Floor	(504) 678-4411
MCB Kaneohe Bay, HI	Bldg. 221	(808) 257-6730/1232
MCAS Cherry Point, NC	Training and Education Ctr., Bldg. 4335	(252) 466-5195

\*See DLC's web site for an up-to-date listing of LRCs.

<http://www.tecom.usmc.mil/dlc/accesscourseware.htm>

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## DISTANCE EDUCATION AND TRAINING COUNCIL

The Distance Education and Training Council (DETC) is a nonprofit educational association located in Washington, DC. DETC serves as a clearinghouse of information about the distance study/correspondence field and sponsors a nationally recognized accrediting agency called the Accrediting Commission of the Distance Education and Training Council. The Council's goal is to promote sound educational standards and ethical business practices within the distance study field. DETC's address is 1601 18th Street, NW, Washington, DC, 20009-2529, telephone: (202) 234-5100, fax: (202) 332-1386, or e-mail: [detc@detc.org](mailto:detc@detc.org) or visit their homepage at [www.detc.org](http://www.detc.org).

The Accrediting Commission of DETC has accredited MCI since 1977. This accreditation provides MCI an external standard for improving services and programs through periodic evaluations by an outside agency and by self-evaluation. It also provides the assurance of high standards and educational quality through the adherence to established criteria, policies, and standards. As part of the requirements for accreditation, MCI submits annual reports to the Accrediting Commission of the DETC. MCI is re-evaluated by the Accrediting Commission every 5 years.

Each year DETC sponsors an MCI Graduate of the Year. This MCI student combines scholarly virtue and application of his or her education to benefit the Corps, community, and individual. Look for a MARADMIN announcing the annual program towards the end of each fiscal year.



## AMERICAN COUNCIL ON EDUCATION

The American Council on Education (ACE) evaluates MCI courses to recommend credits that may be applied toward a Baccalaureate/Masters degree, or vocational certificate. ACE lists its recommendation for awarding educational credit or course equivalency in specific degree/certificate categories. This recommendation makes it easier for Marines to obtain college or vocational credit for courses they have completed.

To receive college credit for a MCI course, Marines should request an unofficial SMART transcript online at [https://smart.cnet.navy.mil/pub\\_login.html](https://smart.cnet.navy.mil/pub_login.html) and take this transcript, or their MCI course record, or their course completion certificate(s) to their college registrar. An official transcript can be obtained from the Student Service Division of MCI. Marines in CONUS may call toll free at 1-800-MCI-USMC. Marines worldwide may call commercial (202) 685-7438 or DSN 325-7438. For more information on how to request a transcript, see page 7 of this catalog. ACE only recommends college credit; the award of college or vocational credits for completed MCI course work is strictly up to each institution.

As ACE evaluates additional courses, their credit recommendations will be announced in the MCI *Hotline* and then included in subsequent editions of MCI's *Annual Course Listing*.

Note: All credit recommendations are in **semester hours**.

ACE credit recommendation for occupational courses and PME programs is provided below each course/program description. The following abbreviations are used to describe ACE recommendations.

### Occupational Specialty Courses:

**BA** = Baccalaureate degree level

**VA** = Vocational level

### Professional Military Education Courses:

Graduate level or **GL** = Masters degree level

Upper level or **UL** = Last two years of a four-year Bachelor degree

Lower level or **LL** = Associate degree level work or the first two years of a four-year Bachelor degree

### Reading ACE codes:

Typical entries: 3 hrs-BALL = 3 hours in lower or associate level work.

1 hr-BAUL, 1 hr-VA = 1 hour in upper level and 1 hour in vocational level work.



## MANAGEMENT PROCEDURES

### ELIGIBILITY FOR ENROLLMENT

The following personnel are eligible and may enroll in MCI courses provided they meet the prerequisites listed in the course descriptions. Submit applications as indicated below:

#### **Marines on active duty**

- contact your training NCO or training representative or enroll via the MCI web site at [www.mci.usmc.mil](http://www.mci.usmc.mil).

#### **Selected Marine Corps Reserves (SMCR)**

- enroll via the MCI web site or contact MCI by telephone.

#### **Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA)**

- enroll via the MCI web site or contact MCI by telephone.

#### **Retired Marines, members of the Fleet Marine Corps Reserve, and disabled former Marines**

- enroll via the MCI web site or contact MCI by telephone.

#### **NROTC Midshipmen under Marine option**

- coordinate with your designated Marine Officer Instructor (MOI).

#### **Platoon Leaders Class (PLC) Candidates**

- coordinate with your designated Officer Selection Officer (OSO).

#### **International Students**

- submit requests via Coalition and Special Warfare Division, MCCDC, Quantico, VA 22134 (code C38).

#### **Air Force, Army, Coast Guard, and Navy Students**

- contact MCI by telephone or enroll via the MCI web site.

#### **Government Employees of a Military Activity**

- contact MCI by telephone or enroll via the MCI web site.

### RESERVE RETIREMENT CREDITS (RRC)

For inactive reserve Marines **ONLY**, one RRC is awarded for every 3 hours of study in an MCI course. Other services should determine credits awarded based on their service regulations.

#### **SMCR Marines**

- The unit is responsible for forwarding a report of reserve retirement credits (RRCs) to the Marine Corps Reserve Forces Administrative Activity (Code AFR). SMCRs do not receive RRCs for MCI course work done during regularly scheduled drill periods.

#### **IRR/IMA Marines**

- MCI posts RRCs for IRRs/IMAs to the Marine Corps Total Force System (MCTFS).

#### **MCI DATA BASE/Manpower Management System record (MMS RECORDS)**

When a Marine completes, fails, or is disenrolled from a course, the data is transferred to MCTFS, Kansas City, Missouri, which then updates the Marine's MMS record.

### TRANSCRIPTS

To receive a transcript of completed courses, you must submit a written request to MCI, ATTN: SSD, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680. The letter must list the name, rank, SSN, time period of course completions, a return mailing address, and daytime phone number with area code. You can also submit a request via the MCI organizational mailbox (OMB) at [ombmcissd@mci.usmc.mil](mailto:ombmcissd@mci.usmc.mil). Active duty Marines can contact the SMART web site for a copy of their SMART transcript at [smart.cnet.navy.mil/](http://smart.cnet.navy.mil/).

### COMPLETION CERTIFICATE

When a course is successfully completed, MCI issues a completion certificate, which includes on the reverse side, the examination score, the number of study hours required to complete the course, and the number of credits earned (for IRRs and IMAs). Individuals completing a DPME program will receive a completion certificate for each subcourse and a completion diploma for the program.

### DUPLICATE COMPLETION CERTIFICATE

To request a duplicate completion certificate or diploma,  
-call the Student Services Help Desk at 1-800-USMC-MCI, or DSN 325-7483, or  
-send an e-mail to the OMB address listed above, or  
-send a letter to MCI, ATTN: SSD, 912 Charles Poor St. SE, Washington Navy Yard, DC 20391-5680. The letter must list the name, rank, SSN, course number(s), month and year course was completed, and return address.  
-review your records on our web site ([www.mci.usmc.mil](http://www.mci.usmc.mil)), find the completed course or program, and click on the icon for the completion certificate.

## WEB and CD-BASED COURSES

Enrollment in a web-based course offers fast, convenient access to on-line course material and electronic exams. Course enrollments, completions and exam scores are automatically recorded in MCI student records database (MCIAIS), and transmitted to Marine Corps Total Force Structure (MCTFS).

The following web-based courses are available at Learning Resource Centers (LRCs), or from any LAN-connected PC at most major USMC bases/stations (visit [www.tecom.usmc.mil/dlc/accesslocations.htm](http://www.tecom.usmc.mil/dlc/accesslocations.htm) for a complete listing). Home users can access these courses via the Internet at [www.marinenet.usmc.mil](http://www.marinenet.usmc.mil).

0035      *Fundamentals of Marine Corps Leadership (WEB)*  
 0215B      *Terrorism Awareness (WEB)*  
 0367A      *The Marine Marksman (WEB)*  
 1320A      *Fundamentals of Diesel Engines (WEB)*  
 1815      *Marine Armor NCO Program (MANCOP – WEB)*  
 3426A      *Personal Financial Management (WEB)*  
 3535A      *Incidental Motor Vehicle Operator (WEB)*

A paper test will be mailed to a student who takes a CD course unless MCI is specifically told not to do so. Students are encouraged to share CD-based courses with fellow Marines. Subsequent users enroll requesting the “exam and answer sheet” only. The following **CD-based courses** are available on CD-ROM:

0034      *Fundamentals of Marine Corps Leadership (CD)*  
 0214A      *Terrorism Awareness for Marines (CD)*  
 0369      *The Marine Marksman (CD)*  
 1321      *Fundamentals of Diesel Engines (CD)*  
 1816      *Marine Armor NCO Program (MANCOP – CD)*  
 2563      *Encryption/Decryption Device (TSEC/KY-99A) Operations Course (CD)*  
 2564      *Radio Terminal Set (AN/MRS-142) Operations Course (CD)*  
 2566      *Analog Switchboard (SB-3614) Operations Course (CD)*  
 2567      *Remote Multiplexer-Combiner (TD-1234) Operations Course (CD)*  
 2568      *Data Transfer Device (AN/CYZ-10) Operations Course (CD)*  
 3425A      *Personal Financial Management (CD)*  
 3532A      *Incidental Motor Vehicle Operator (CD)*  
 8804      *The Marine Air-Ground Task Force (MAGTF)*  
 8805A      *Marine Corps Planning Process, Command and Staff (enhancement to 8800)*  
 8801      *Theory and Nature of War (enhancement to 8800)*

## PORTABLE DOCUMENT FORMAT (PDF) COURSES

The following courses and job aids in a Portable Documented Format are available for download on our web site [www.mci.usmc](http://www.mci.usmc):

**Courses & Job Aids will open in a new browser window.**

• Courses		
Course	Format	Size
<a href="#">0112B Counseling for Marines</a>	PDF	250k
<a href="#">0131H Correspondence Procedures</a>	PDF	1802k
<a href="#">0138B Order Writing Clerk</a>	PDF	1719k
<a href="#">0210B Terrorism Awareness</a>	PDF	1222k
<a href="#">0324 Operations Against Guerilla Units</a>	PDF	9510k
<a href="#">033N Fundamentals of Marine Corps Leadership</a>	PDF	1980k
<a href="#">0335C Infantry Patrolling</a>	PDF	1413k
<a href="#">0366 Military Operations in Urban Terrain</a>	PDF	3843k

<a href="#">0372A Marine Rifleman Weapons</a>	PDF	1952k
<a href="#">0381C Land Navigation</a>	PDF	6999k
<a href="#">0414A Ground Maintenance Man. Proc. For Supervisors</a>	PDF	314k
<a href="#">0416A Marine Corps Publications and Directives System</a>	PDF	3389k
<a href="#">0813A Field Artillery Survey</a>	PDF	3268k
<a href="#">0816A Howitzer Section Chief</a>	PDF	822k
<a href="#">0861 Basic Forward Observer</a>	PDF	1430k
<a href="#">1141A Marine Electrician</a>	PDF	5378k
<a href="#">1330A Basic Shop Fundamentals For The Mechanic</a>	PDF	2109k
<a href="#">1334H Math for Marines</a>	PDF	7495k
<a href="#">2532 HF/UHF Field Radio Equipment</a>	PDF	703k
<a href="#">2538 SINCGARS</a>	PDF	1474k
<a href="#">2540 Communications Plans and Orders</a>	PDF	2008k
<a href="#">2820 Electronics Mathematics for Marines</a>	PDF	1247k
<a href="#">334L Food Service Fundamentals</a>	PDF	3013k
<a href="#">3420E Personal Financial Management</a>	PDF	782k
<a href="#">3422A Basic Pay and Allowances</a>	PDF	1240k
<a href="#">3580A Automotive Engine Maintenance and Repair</a>	PDF	2290k
<a href="#">576D Chemical Warfare Defense</a>	PDF	3377k
<a href="#">5812A Military Police Interview &amp; Interrogation Forms</a>	PDF	5670k
<a href="#">8000 Sgt's Non-Resident - PME Answer Book</a>	PDF	58k
<a href="#">8001A Sgt's Non-Resident - Basic Grammar</a>	PDF	410k
<a href="#">8002A Sgt's Non-Resident - Leadership</a>	PDF	2338k
<a href="#">8003 Sgt's Non-Resident - Military Studies</a>	PDF	1630k
<a href="#">8004 Sgt's Non-Resident - Training</a>	PDF	416k
<a href="#">8005 Sgt's Non-Resident - Battle Studies</a>	PDF	3591k
<a href="#">8006A Sgt's Non-Resident - Weapons</a>	PDF	5116k
<a href="#">8011 Basic Grammar and Composition</a>	PDF	669k
<a href="#">8012 Leadership</a>	PDF	1487k
<a href="#">8013 Military Studies</a>	PDF	1627k
<a href="#">8014 Introduction to Warfighting</a>	PDF	1795k
<a href="#">8015 Warfighting Tactics</a>	PDF	3201k
<a href="#">8016 Warfighting Techniques</a>	PDF	5197k
<a href="#">8017 Weapons</a>	PDF	7166k

• **Job Aids Available in PDF**

<b><u>Title</u></b>	<b><u>Format</u></b>	<b><u>Size</u></b>
<a href="#">Forward Air Controller Handbook</a>	PDF	339k
<a href="#">AN/PSN-11 PLGR Handbook</a>	PDF	616k
<a href="#">AN/PSN-11 PLGR Aid</a>	PDF	201k
<a href="#">Laying Methods &amp; Hasty Survey Methods</a>	PDF	580k
<a href="#">M224 60mm Mortar Crewman</a>	PDF	1416k
<a href="#">Chemical Warfare</a>	PDF	61k
<a href="#">Chief Cook</a>	PDF	293k
<a href="#">Corrections</a>	PDF	427k
<a href="#">Enlisted Aids Handbook</a>	PDF	2218k
<a href="#">MK19 Technical Manual (Army)</a>	PDF	2819k
<a href="#">M249 (SAW) Field Manual (Army)</a>	HTML	n/a
<a href="#">MK19 Field Manual (Army)</a>	HTML	n/a
<a href="#">M2 (.50 Cal.)Technical Manual (Army)</a>	PDF	1425k
<a href="#">M2 (.50 Cal.)Field Manual (Army)</a>	HTML	n/a
<a href="#">Marine Corps Doctrine Manuals</a>	HTML	n/a

<u>Army Correspondence Course Program (AIPD)</u>	HTML	n/a
<u>Aircraft Maintenance NCO</u>	PDF	267k
<u>Pastry Baking</u>	PDF	243k
<u>Inspection and Repair of The M9 Pistol</u>	PDF	2259k
<u>Afghanistan: An Intro. to the Country and People</u>	PDF	128k
<u>Civil Disturbances (FM 19-15)</u>	HTML	n/a
<u>Marine Corps Common Skills Handbooks 1A</u>	PDF	5509k
<u>Marine Corps Common Skills Handbooks 1B</u>	PDF	27066k
<u>Operational Risk Management (ORM)</u>	PDF	171k
<u>Communication for the FMF Marine</u>	PDF	1425k
<u>Saddam Hussein and Iraq: An Introduction</u>	PDF	171k

## OCCUPATIONAL SPECIALTY COURSES

The unit diary enrollment process now includes course versions. Six characters must be entered to identify the course number. Example: 3420 would read 3420EZ. Course versions are now included in this edition of the MCI *Annual Course Listing*. If the course version is not indicated, then the course has not been revised as of this printing. If you have questions concerning this, please contact Student Services Division (SSD). Marines in CONUS may call toll free 1-800-MCI-USMC. Marines worldwide may call commercial (202) 685-7438 or DSN 325-7438.

### **001A THE PRINCIPLES OF INSTRUCTION FOR THE MARINE NCO**

Provides NCOs with a basic background of learning theory, techniques, and procedures to prepare them to become effective instructors. Designed for LCpl-Sgt in all MOSs. Electronic test is available for this course.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1406-0028, 3 hrs-BALL

### **0033 FUNDAMENTALS OF MARINE CORPS LEADERSHIP**

Designed to help new or prospective NCOs master the difficult art of leadership. The course also gives examples of and procedures for effective leadership in garrison and in combat situations. Designed for Pvt-LCpl in all MOSs. An electronic exam is available for this course.

Study Hours: 26  
Reserve Retirement Credits: 9  
ACE Credits: MC 1406-0023, 1 hr-BALL

### **0034 FUNDAMENTALS OF MARINE CORPS LEADERSHIP (CD VERSION)**

CD based version of MCI 033N *Fundamentals of Marine Corps Leadership*. The purpose of this course is to provide the Marine with an introduction to the principles of effective leadership as exercised within a military setting. An electronic test is available for this course.

Study Hours: 17  
Reserve Retirement Credits: 6  
ACE Credits: MC 1406-0023, 1 hr-BALL

### **0035 FUNDAMENTALS OF MARINE CORPS LEADERSHIP (WEB VERSION)**

Web-based version of MCI 033N *Fundamentals of Marine Corps Leadership*. The purpose of this course is to provide the Marine with an introduction to the principles of effective leadership as exercised within a military setting. An electronic test is available for this course.

Study Hours: 17  
Reserve Retirement Credits: 6  
ACE Credits: MC 1406-0023, 1 hr-BALL

### **OF-01, PERSONNEL AND ADMINISTRATION**

### **0112C COUNSELING FOR MARINES**

Provides the fundamentals of counseling and how to plan and conduct a counseling session. Designed for all ranks and MOSs.

Study Hours: 8  
Reserve Retirement Credits: 3

### **0118K SPELLING**

Provides instruction on using a dictionary and thesaurus, basic spelling rules, and words most frequently misspelled. Designed for all ranks and MOSs. An electronic test is available for this course.

Study Hours: 16  
Reserve Retirement Credits: 5

### **0119G PUNCTUATION**

Provides instruction on the correct use of punctuation marks and capitalization. Designed to enhance the writing skills of all ranks and MOSs. An electronic test is available for this course.

Study Hours: 15  
Reserve Retirement Credits: 5

## **0131H CORRESPONDENCE PROCEDURES**

Provides basic information on methods of preparing, typing, and filing correspondence. Designed for all ranks and MOSs.

Study Hours: 20

Reserve Retirement Credits: 7

## **0138A ORDER WRITING CLERK**

Provides instruction on preparing and processing permanent change of station and temporary additional duty orders. Designed for Pvt-SSgt in MOSs 0121 and 0151.

Required Reference Material: The following publications should be made available to the students by their organization. If the publications are not available, do not forward the application for enrollment.

1. ACTS, MCO P1000.6\_
2. Port Call Procedures, MCO 4650.30\_
3. Passports, MCO 5512.4\_
4. Official Table of Distance, NAVSO P-2471

Study Hours: 16

Reserve Retirement Credits: 5

## **0143A LEGAL ADMINISTRATION CLERK**

Provides an introduction to investigations and administrative procedures for processing the unit punishment book, absentees, and deserters. Specific instruction covers such areas as drafting charges for the unit punishment book, processing appeals, and preparing DD Form 458, 553, and 616 when processing absentees and deserters. Designed for Pvt-GySgt in the 01 occupational field.

Study Hours: 10

Reserve Retirement Credits: 3

ACE Credits: MC 1406-0041, 1 hr-BALL

## **0144 THE UNIT MAILCLERK**

Provides instruction on operating a unit mailroom. Specific areas covered are directory service, administrative procedures, designation of unit mailclerks and orderlies, security, sorting mail, casualty mail, and processing mail. Designed for Pvt-Sgt in any MOS assigned duties as unit mailclerks.

Study Hours: 8

Reserve Retirement Credits: 3

## **OF-02, INTELLIGENCE**

### **0201 INTELLIGENCE BRIEF: SOUTHWEST ASIA**

Provides instruction on the terrain, weather, climate, physical environment, armed forces, and the geopolitical and sociopolitical influences that affect military operations in Southwest Asia. The material consists of a textbook and a book of readings. Designed for Cpl-Capt in all MOSs.

Study Hours: 16

Reserve Retirement Credits: 5

ACE Credits: MC 1511-0001, 2 hrs-BALL

### **0210B TERRORISM AWARENESS FOR MARINES**

This course covers the following topics: terrorism basics, terrorist groups by region, terrorism and you, and U.S. policy. Designed to increase terrorism awareness of Marines and their families to reduce their vulnerability to terrorism when deployed to a high terrorism threat region. Designed for all Marines. An electronic exam is available for this course.

Study Hours: 8

Reserve Retirement Credits: 3

ACE Credits: MC 1606-0001, 1 hr-BALL

### **0214A TERRORISM AWARENESS FOR MARINES (CD)**

CD-based interactive courseware version of MCI 0210B, *Terrorism Awareness for Marines*. This course covers the following topics: terrorism basics, terrorist groups by region, terrorism and you, and U.S. policy. Designed to increase terrorism awareness of Marines and their families to reduce their vulnerability to terrorism when deployed to a high terrorism threat region. Designed for all Marines. An electronic exam is available for this course.

Study Hours: 8

Reserve Retirement Credits: 3

ACE Credits: MC 1606-0001, 1 hr-BALL



## **0215A TERRORISM AWARENESS (WEB)**

Web-based version of MCI 0210B, *Terrorism Awareness for Marines*. This course covers the following topics: terrorism basics, terrorist groups by region, terrorism and you, and U.S. policy. Designed to increase terrorism awareness of Marines and their families to reduce their vulnerability to terrorism when deployed to a high terrorism threat region. Designed for all Marines. An electronic exam is available for this course.

Study hours: 8  
Reserve Retirement Credits: 3  
ACE Credits: MC 1606-0001, 1 hr-BALL

## **028B INTRODUCTION TO COMBAT INTELLIGENCE**

Provides instruction on the principles of intelligence; organization of the battalion intelligence section; and the direction, collection, processing, and dissemination of information. Also addresses counterintelligence and security of classified materials. Designed for all Marines. An electronic exam is available for this course.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: MC 1606-0015, 1 hr-BALL

## ***OF-03, INFANTRY***

### **0321A THE M240G MACHINEGUNNER**

Instruction in this course includes fundamental and advanced principles of employing the M240G machinegun in tactical situations, including the following: basic marksmanship, offensive/defensive employment, night/low visibility, and engaging moving targets including anti-air defense. Designed for Pvt-Sgt in MOS 0331 or for those who may be required to perform duties as a machinegunner or lead a machinegun team.

Study Hours: 10  
Reserve Retirement Credits: 3

### **0322J THE M252, 81MM MORTAR CREWMAN**

Provides an introduction to the 81mm mortar, covering characteristics, nomenclature, assembly and disassembly, maintenance, ammunition, laying, and firing. Also includes information on the LAV-M mounted mortar. Designed for Pvt-Sgt in MOS 0341.

Study Hours: 12  
Reserve Retirement Credits: 4

### **0324G OPERATIONS AGAINST GUERRILLA UNITS**

Covers the fundamentals of tactics and techniques employed by small units and individuals in counter guerrilla operations. Designed for all Marines.

Study Hours: 17  
Reserve Retirement Credits: 6  
ACE Credits: MC 2204-0133, 3 hrs-VA

### **0331J THE 81MM MORTAR NCO**

Provides instruction for the 81mm mortar NCO. Covers forward observer procedures, fire direction center procedures and commands, and reciprocal lay of the 81mm mortar. Designed for Cpl-Sgt in MOS 0341. An electronic exam is available for this course.

Study Hours: 12  
Reserve Retirement Credits: 4

### **0332G RECONNAISSANCE MARINE**

Provides instruction on the fundamentals of reconnaissance operations including doctrine, equipment, tactical concepts, and techniques used by the reconnaissance unit in training and combat operations. Designed for Marines in MOSs 0321 or 8654.

Study Hours: 16  
Reserve Retirement Credits: 5

### **0335C INFANTRY PATROLLING**

Introductory course on planning, preparing, and conducting infantry patrols. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 11  
Reserve Retirement Credits: 4  
ACE Credits: MC 2204-0136, 1 hr-BALL

**0338 THE LAV CREWMAN**

Provides instruction on the operating procedures for the LAV-25's systems. Also includes instruction on the location of the major components and a description of the vehicle's accessory equipment. Designed for Pvt-LCpl in MOS 0313.

Study Hours: 11

Reserve Retirement Credits: 4

**0354B DESERT OPERATIONS**

Introduces desert operations, desert areas of the world, special tactics, and combat service support procedures. Also covers fundamentals of individual survival in desert environments. Designed for all Marines.

Study Hours: 12

Reserve Retirement Credits: 4

**0355B THE TOW 2 WEAPON SYSTEM CREWMAN**

Introduces component identification, assembly and disassembly, system checkout, loading, target engagement, maintenance, and camouflaging of the TOW 2 weapon system. Designed for Pvt-Sgt in MOS 0352.

Study Hours: 19

Reserve Retirement Credits: 6

**0365 ANTIARMOR OPERATIONS**

Introduction to small unit anti-armor operations. Includes armor identification, anti-armor concepts, and anti-armor weapons. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 12

Reserve Retirement Credits: 4

**0366B MILITARY OPERATIONS IN URBAN TERRAIN**

Provides instruction in conducting offensive and defensive operations in urban terrain settings: Covers all individual training standards (ITS) from duty area 1 of MOS 0300, found in MCO 1510.35C. Designed for use by Marines in the grades Pvt-GySgt who are assigned to the 03 occupational field.

Study Hours: 10

Reserve Retirement Credits: 3

**0367 THE MARINE MARKSMAN (WEB)**

Web-based interactive course. Provides instruction and addresses the techniques and procedures of marksmanship. Gives guidelines and examples that make it a useful tool for conducting marksmanship training. An electronic exam is available for this course.

Study Hours: 6

Reserve Retirement Credits: 2

**0368 THE HEAVY MACHINEGUN CREWMAN**

Provides an introduction to Marine Corps heavy machineguns: M2 heavy barrel .50 caliber and the MK19 40mm. Covers characteristics, nomenclature, assembly and disassembly, ammunition, gun lay, maintenance, and immediate action procedures. Designed for all heavy machinegunners, Pvt-Sgt.

Study Hours: 18

Reserve Retirement Credits: 6

**0369 THE MARINE MARKSMAN (CD)**

CD-based interactive courseware (CD) version of MCI 0367A, *The Marine Marksman* (WEB). Provides instruction and addresses the techniques and procedures of marksmanship. Gives guidelines and examples that make it a useful tool for conducting marksmanship training. An electronic exam is available for this course.

Study Hours: 6

Reserve Retirement Credits: 2

**0370A THE MARINE RIFLEMAN: COMBAT SKILLS**

Provides the individual rifleman with basic instruction on fire and movement, defense, cover and concealment, communications, and security and intelligence. Designed for Pvt-Sgt in all MOSs.

Study Hours: 12

Reserve Retirement Credits: 4

**0372A THE MARINE RIFLEMAN: WEAPONS**

Provides the individual rifleman with a basic knowledge of weapons at the fire team level. This course emphasizes operator maintenance assembly and disassembly and immediate action procedures. This course also provides instruction concerning engagement, grenade and pyrotechnic employment, and landmine installation. Designed for Pvt-Sgt in the 03 occupational field.

Study Hours: 13

Reserve Retirement Credits: 4

**0380 INFANTRY SQUAD LEADER:  
COMBAT LEADERSHIP**

Addresses the rigorous combat conditions a Marine faces in battle. Examines key factors for successful leadership in a combat environment. Designed for the infantry squad leader, but applies to Cpl-Sgt in all MOSs.

Study Hours: 6

Reserve Retirement Credits: 2

**0381C LAND NAVIGATION**

Provides land navigation instruction including navigating with a map and a compass, route planning and preparation, and navigating by natural means.

Study Hours: 21

Reserve Retirement Credits: 7

**0382 INFANTRY SQUAD LEADER:  
WEAPONS AND FIRE SUPPORT**

Provides instruction on the weapons organic to the infantry battalion and covers the capabilities and limitations of artillery, naval gunfire, and close air support. Also discusses call for fire adjustment procedures for indirect fire support. Designed for Cpl-Sgt in the 03 occupational field.

Study Hours: 14

Reserve Retirement Credits: 5

**0383A INFANTRY SQUAD LEADER: SQUAD  
TACTICS**

Provides instruction in combat planning, fire support, and offensive and defensive operations at the squad level. Provides situational problems to increase the student's knowledge of problem solving and decision-making. Designed for LCpl-Sgt in MOS 0311.

Study Hours: 15

Reserve Retirement Credits: 5

***OF-04, LOGISTICS, EMBARKATION, MIMMS,  
AND SHORE PARTY*****0410B MIMMS (AIS)**

Provides instruction on the principles and procedures of the Marine Corps Integrated Maintenance Management Automated Information System. Covers management concepts, input procedures, reports, files, and validations. Designed for Pvt-SSgt in MOS 0411 and all other ground maintenance-related MOSs.

Study Hours: 30

Reserve Retirement Credits: 10

ACE Credit: MC1717-0011, 2 hrs-VA

**0414A GROUND MAINTENANCE  
MANAGEMENT PROCEDURES FOR  
SUPERVISORS**

Covers procedures and policies for managing ground equipment maintenance in field units of the regular establishment and ground and aviation units of the Selected Marine Corps Reserve. Emphasizes maintenance management terminology, resources, productions, and information. Designed for SSgt-Capt in MOSs 0402, 0410, 0411, and all other ground maintenance-related MOSs.

Study Hours: 22

Reserve Retirement Credits: 7

ACE Credit: MC 1717-0010, 1 hr-BALL

#### **0416A THE MARINE CORPS PUBLICATIONS AND DIRECTIVES SYSTEM**

Provides all Marines with general knowledge of the publications and directive systems. This course provides guidelines for establishing and maintaining a publication library. Additionally, this course shows how to make changes and replace existing publications. This course is designed for all Marines who have access to their publications library.

Study Hours: 6

Reserve Retirement Credits: 2

#### **045C THE LOGISTICS/EMBARKATION SPECIALIST**

Provides instruction on the basic duties of a logistics clerk. Introduces logistics, general administration, supply, maintenance, transportation, and ground safety. Designed for Pvt-Sgt in MOS 0431.

Study Hours: 15

Reserve Retirement Credits: 5

ACE Credit: MC 1408-0030, 1 hr-BALL

#### **047D INTRODUCTION TO AMPHIBIOUS EMBARKATION**

Introduces the duties of an embarkation specialist. Emphasizes embarkation of personnel and organizations, preparation of supplies and equipment, and the characteristics of amphibious ships and their loading methods. Also covers embarkation and debarkation procedures. Designed for Pvt-Sgt in all MOSs.

Study Hours: 15

Reserve Retirement Credits: 5

#### **0481A LANDING SUPPORT SPECIALIST**

Provides comprehensive instruction on landing support operations. Also covers organizational structure, the mission and employment of landing support units, and the capabilities and limitations of support equipment. Designed for Pvt-GySgt in MOS 0481.

Study Hours: 18

Reserve Retirement Credits: 6

#### ***OF-08, FIELD ARTILLERY***

#### **0813A FIELD ARTILLERY SURVEY**

Provides a basic knowledge of field artillery survey, emphasizing the techniques required to measure distances with the 30-meter steel tape and the DISTOMAT DI-3000. Covers the operation and maintenance of the T-2E theodolite, the recording of survey data, the Position Azimuth Determining System (PADS), and the AN/PSN-11 Satellite Signals Navigation Set (PLGR). Designed for Pvt-Cpl in MOS 0844 and Sgts in MOSs 0842 and 0847.

Study Hours: 15

Reserve Retirement Credits: 5

#### **0816A HOWITZER SECTION CHIEF**

Provides instruction about the duties of the howitzer section chief. This course covers the skills and knowledge required to lay, fire, and move a howitzer. Also includes instruction in the setup and operation of the M90 Chronograph, Muzzle Velocity System (MVS), and Gun Display Unit (GDU). Designed for Cpl-Sgt in MOS 0811.

Study Hours: 17

Reserve Retirement Credits: 6

#### **0820D THE M198, 155MM TOWED HOWITZER**

Provides instruction in the operation and functioning of all major components, including fire control equipment. Covers safety procedures, ammunition, and cannoneer duties. Designed for Pvt-SSgt in MOS 0811.

Study Hours: 14

Reserve Retirement Credits: 5

#### **0861 BASIC FORWARD OBSERVATION PROCEDURES**

Provides instruction on the principles and techniques for adjusting supporting arms fire. Designed for all Marines.

Study Hours: 12

Reserve Retirement Credits: 4

## ***OF-11, UTILITIES***

### **1122A REVERSE OSMOSIS WATER PURIFICATION UNIT**

Provides instruction in the operation and maintenance of the Reverse Osmosis Water Purification Unit under both normal and unusual operating conditions. Designed for Pvt-SSgt in MOS 1171.

Study Hours: 23  
Reserve Retirement Credits: 8  
ACE Credits: MC 1732-0003, 3 hrs-VA

### **1141A MARINE ELECTRICIAN**

Presents the principles of electricity and electrical safety, and describes the tools necessary to perform the duties of the Marine electrician. Includes electrical equipment topics such as generators, the dummy load, the flood light unit, and the mobile electric power distribution system (MEPDS). Designed for Pvt-SSgt in MOS 1141.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: MC 1714-0200, 1hrs-VA

### **1142B SOLID-STATE DEVICES**

Provides instruction on semiconductor diodes, transistors, special devices, and solid-state power supplies that relate to the electrical field. Designed for Cpl-SSgt in MOS 1142.

Study Hours: 17  
Reserve Retirement Credits: 6  
ACE Credits: MC 1715-0132, 2 hrs-BALL  
3 hrs-VA

### **1143 INTERIOR WIRING**

Provides instruction in safety, circuits, power sources, techniques of electrical wiring, and hookup procedures. Designed for Pvt-SSgt in MOS 1141.

Study Hours: 19  
Reserve Retirement Credits: 6  
ACE Credits: MC 1601-0033, 6 hrs-VA,  
2 hrs-BALL

### **1161 FUNDAMENTALS OF REFRIGERATION**

Provides instruction on the fundamentals of refrigeration, refrigerants and lubricants, refrigeration controls, and air conditioning methods. Designed for Pvt-SSgt in MOS 1161.

Study Hours: 26  
Reserve Retirement Credits: 9  
ACE Credits: MC 1730-0005, 3 hrs-VA

### **1169 UTILITIES OFFICER/CHIEF**

Provides instruction in several diverse topics related to the duties of a utilities officer/chief. The topics include electrical principles, power distribution systems, refrigeration principles and troubleshooting, water purification, and camp hygiene. Designed for SSgt-WO in occupational field 11.

Study Hours: 34  
Reserve Retirement Credits: 11  
ACE Credits: MC 1710-0048, 3 hrs-BALL

## ***OF-13, ENGINEER, CONSTRUCTION, AND EQUIPMENT***

### **1320A FUNDAMENTALS OF DIESEL ENGINES (WEB)**

Web-based version of MCI 1335C, *Fundamentals of Diesel Engines*. Provides basic instruction on diesel engine function and repair. Covers basic principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. An electronic exam is available for this course.

Study Hours: 4  
Reserve Retirement Credits: 1

### **1321 FUNDAMENTALS OF DIESEL ENGINES (CD)**

CD version of MCI 1335C, *Fundamentals of Diesel Engines*. Provides basic instruction on diesel engine function and repair. Covers basic principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. An electronic exam is available for this course.

Study Hours: 4  
Reserve Retirement Credits: 1

### **1328E ENGINEER EQUIPMENT CHIEF**

Provides instruction to all Marines having supervisory leadership duties in the engineering field. This course also discusses engineer equipment estimations and project planning for equipment operations. This course is designed for Marines in the ranks of SSgt-MGySgt who are assigned the MOS of 1316, 1341, 1345, 1349, and 1391.

Study Hours: 21  
Reserve Retirement Credits: 7  
ACE Credits: MC 1601-0016, 3 hrs-BALL

### **1330A BASIC SHOP FUNDAMENTALS FOR MECHANICS**

Provides instruction to all Marines having duties as a mechanic. Covers the use and maintenance of standard tools found in the general mechanic's toolbox used in the Marine Corps. Also addresses basic shop operations, shop safety, fire prevention, and hazardous materials. Designed for Marines in the ranks of Pvt-LCpl within MOSs 1100, 1300, and 3500.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1717-0005, 2 hrs-VA

### **1332G METAL WORKING AND WELDING OPERATIONS**

Provides instruction on operating and maintaining welding equipment and sheet metal machines. Covers the welding process, identifying metals, heat treatment of metals and alloys, and repairing and restoring damaged sheet metal and equipment. Designed for Pvt-Cpl in MOSs 1316, 2161, and 3513.

Study Hours: 21  
Reserve Retirement Credits: 7  
ACE Credits: MC 1723-0008, 3 hrs-BALL

### **1334H MATH FOR MARINES**

Provides a math review. Includes negative and positive numbers, solving simple algebraic equations and word problems, and finding square roots. Covers formulas for finding areas and volumes of basic geometric shapes and explains the Pythagorean right triangle theorem. Also presents the history and principles behind each subject. Designed for all Marines.

Study Hours: 22  
Reserve Retirement Credits: 7  
ACE Credits: MC 1107-0001, 3 hrs-VA

### **1335C FUNDAMENTALS OF DIESEL ENGINES**

Provides basic instruction on diesel engine function and repair. Covers basic fuel principles of diesel engine operation, performance, injection, and control. Designed for Pvt-Sgt in MOS 1341. Also designed for those in the 11, 18, 21, and 35 occupational fields who work extensively with diesel engines. An electronic exam is available for this course.

Study Hours: 4  
Reserve Retirement Credits: 1  
ACE Credits: MC 1712-0010, 2 hrs-BALL

### **1343 DIESEL ENGINE MAINTENANCE AND TROUBLESHOOTING**

Provides the Marine mechanic an updated refresher training on maintenance, troubleshooting problems, and procedures for seven diesel engines. Includes three handbooks on troubleshooting logic. Designed for Cpl-SSgt in MOS 1341.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: MC 1712-0007, 3 hrs-VA

### **1344C CONSTRUCTION PRINT READING**

Provides fundamental instruction in reading construction drawings and bills of material. Covers basic blueprints from architectural to utilities drawings. Designed for all Marines in the 11, 13, and 14 occupational fields.

Study Hours: 20  
Reserve Retirement Credits: 7  
ACE Credits: MC 1601-0041, 3 hrs-BALL

### **1373 BASIC ENGINEER: COMBAT OPERATIONS**

Provides instruction on landmine warfare, demolitions, field fortifications, and camouflage. Particularly useful for Marines assigned to combat engineer battalions. Designed for Pvt-LCpl in MOSs 1371 and 1345, but is useful to all combat and combat support Marines.

Study Hours: 13  
Reserve Retirement Credits: 4

### **1374A LANDMINE WARFARE**

Provides all Marines with the general knowledge and guidelines applicable to landmine warfare. This course will reinforce your knowledge of landmine operations and procedures acquired through formal training. Designed for Pvt-MSgt that are tasked with duties involving landmine operations.

Study Hours: 7  
Reserve Retirement Credits: 2

### **1391A BULK FUEL SPECIALIST**

Provides instruction in the four fundamentals of bulk fuel equipment and its employment, stressing safety guidelines, bulk fuel equipment, maintenance of hardware, and bulk fuel systems. Includes comprehensive instruction on arm and hand signals and an overview of external cargo loading. Introduces the employment of SIXCON tank modules. Designed for Pvt-Cpl in MOS 1391.

Study Hours: 11  
Reserve Retirement Credit: 4

### ***OF-18, TANK AND ASSAULT AMPHIBIAN VEHICLE***

### **1815 MARINE ARMOR NONCOMMISSIONED OFFICER PROGRAM (WEB)**

Web-based interactive courseware. Provides instruction in the four phases of Marine Corps training and the deployment cycle (pre-deployment, ship-borne, pre-combat, and combat). Provides situational problems to increase the student's knowledge of problem solving and decision making in the following areas: Armor Platoon Tactics, Tank Gunnery, Maintenance, and Special Operations. Designed for LCpl-Sgt in MOS 1812.

Study Hours: 40  
Reserve Retirement Credits: 13

### **1816 MARINE ARMOR NONCOMMISSIONED OFFICER PROGRAM (CD)**

CD based interactive courseware (CD) version. Provides instruction in the four phases of Marine Corps training and the deployment cycle (pre-deployment, ship-borne, pre-combat, and combat). Provides situational problems to increase the students knowledge of problem solving and decision making in the following areas: Armor Platoon Tactics, Tank Gunnery, Maintenance, and Special Operations. Designed for LCpl-Sgt in MOS 1812.

Study Hours: 40  
Reserve Retirement Credits: 13

### **1831B FIELD OPERATION AND EMPLOYMENT OF THE ASSAULT AMPHIBIAN VEHICLE**

Provides instruction on AAV operations, camouflage techniques, and overcoming obstacles. Emphasizes the basic principles of fire distribution and control of AAV weapons. Designed for Pvt-SSgt in MOS 1833.

Study Hours: 18  
Reserve Retirement Credits: 6

### **1833B ASSAULT AMPHIBIAN CREWMAN FUNCTIONS**

Provides instruction on the organization of the AAV battalion. Covers vehicle starting and operating procedures, crew duties, vehicle maintenance, and auxiliary equipment. Designed for Pvt-SSgt in MOS 1833.

Study Hours: 12  
Reserve Retirement Credits: 4

### **1834C THE AAVP7A1 LOGBOOK AND COMMUNICATIONS**

Provides instruction on the use and maintenance of the Ordnance Vehicle Logbook, communication with both visual signals and the vehicle communications system. Includes the use of SINCGARS radio sets installed in the AAVP7A1 in both single channel and frequency hopping modes. Designed for Pvt-Sgt who have duties requiring them to operate as a Marine assault amphibian crewman.

Study Hours: 9  
Reserve Retirement Credits: 3

### **1843A OPERATING THE M1A1 TANK**

Provides instruction on the stages of operation checks. Includes an introduction to the driver's compartment and the techniques of driving in various types of terrain. Designed for all tankers.

Study Hours: 12  
Reserve Retirement Credits: 4

### **1844 M1A1 ARMAMENT AND AMMUNITION**

Provides instruction on the different types of weapons and ammunition used on the M1A1 tank. Designed for all tankers.

Study Hours: 15  
Reserve Retirement Credits: 5

### **1846 TANK GUNNERY/DIRECT FIRE PROCEDURES (M1A1)**

Provides instruction in the principles of acquiring and determining ranges to targets, issuing and responding to fire commands, and engaging targets with machineguns. Discusses operating and trouble-shooting the fire control system. Designed for Pvt-Maj in MOS 1802 or 1812.

Study Hours: 7  
Reserve Retirement Credits: 2

### **1851 OPERATION OF THE UPGUNNED WEAPONS STATION**

Provides instruction in operational checks, weapons installation, ammunition loading, boresighting, aiming, firing, and immediate action for the Upgunned Weapons Station on the AAVP7A1. Designed for Pvt-Sgt in MOS 1833.

Study Hours: 12  
Reserve Retirement Credits: 4

### ***OF-21, ORDNANCE***

### **2124F ARMORY PROCEDURES**

Provides instruction in armory security, armory forms, armory management, and the armorer's tools. Designed for all Marines who are required to work in an armory.

Study Hours: 6  
Reserve Retirement Credits: 2

### **2135 INSPECTION AND REPAIR OF THE M9 PISTOL**

Provides instruction in performing any type of inspection and repair on the M9 pistol. Covers technical inspection to identify defects in the weapon. Emphasizes repair procedures to return the pistol to serviceable condition. Designed for Pvt-Sgt in MOS 2111.

Study Hours: 8  
Reserve Retirement Credits: 3



## ***OF-25, OPERATIONAL COMMUNICATIONS***

### **2515H ANTENNA CONSTRUCTION AND PROPAGATION OF RADIO WAVES**

Provides instruction on radio wave theory, antenna construction, and Electromagnetic Compatibility Analysis Center (ECAC) services. Designed for Pvt-GySgt in the 25 and 28 occupational fields.

Study Hours: 11  
Reserve Retirement Credits: 4  
ACE Credits: MC 1715-0136, 1 hr-VA

### **2525A COMMUNICATIONS SECURITY**

Provides instruction on the purposes, responsibilities, and components of communications security. Discusses the principles of transmission and physical and cryptographic security. Designed for all Marines.

Study Hours: 12  
Reserve Retirement Credits: 4

### **2526B INTRODUCTION TO ELECTRONIC WARFARE**

Provides a source of information and instruction on electronic warfare. Emphasizes the responsibilities of the command, enemy electronic threat, and the means for countering the enemy threat. Designed for Pvt-SSgt in all MOSs.

Study Hours: 14  
Reserve Retirement Credits: 5

### **2532E HF/UHF FIELD RADIO EQUIPMENT**

Provides instruction to all Marines who operate the AN/PRC-104, AN/MRC-138A, AN/GRC-193, AN/PRC-113(V)3, and the AN/VRC-83(V)2 radio sets. Also includes the AN/PRC-113(V)3 and AN/VRC-83(V)2 Programming Guide.

Study Hours: 15  
Reserve Retirement Credits: 5

### **2538A SINGLE CHANNEL GROUND AIRBORNE RADIO SYSTEM (SINCGARS) (AN/PRC-119)**

Provides instruction to all Marines who operate the SINCGARS radio. Emphasizes how to install and operate the radio in either single channel or frequency hopping mode. Designed for Pvt-LCpl in any MOS.

Study Hours: 16  
Reserve Retirement Credits: 5

### **2540 COMMUNICATIONS PLANS AND ORDERS**

Provides information about the organization and employment of the MAGTF and its relation to communications planning. Provides instruction on the organization and employment of USMC command and control systems, planning routine communications support, combat plans and orders including paragraph 5 of the operation order, communications estimates, and Annex K. Designed for Sgt-MGySgt in the 25 occupational field.

Study Hours: 21  
Reserve Retirement Credits: 7

### **2551D FIELD WIRE EQUIPMENT AND PROCEDURES**

Provides instruction in using various telephone systems. Describes construction procedures to include splices, ties, climbing field telephone poles, and waterproofing. Designed for Pvt-Sgt in MOSs 2512 and 2513.

Study Hours: 15  
Reserve Retirement Credits: 5

### **2552D FIELD SWITCHBOARDS - INSTALLATION AND OPERATION**

Provides instruction on installing, operating, and maintaining the SB-22 and SB-3614 tactical switchboards and the SB-4097 and SB-3659 patching panels. Designed for Pvt-LCpl in MOS 2512.

Study Hours: 10  
Reserve Retirement Credits: 3

**2563 ENCRYPTION/DECRYPTION DEVICE  
(TSEC/KY-99A) OPERATIONS COURSE  
(CD)**

Provides instruction on the description and use of the TSEC/KY-99A; it teaches connection of the device to compatible radio equipment, performing a cold-start, and loading additional cryptographic fills. This course can also be useful to units/ commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in MOS 2531/0621, Field Radio Operator.

Study Hours: 3  
Reserve Retirement Credits: 1

**2564 RADIO TERMINAL SET (AN/MRC-142)  
OPERATIONS COURSE (CD)**

Provides instruction on the description and use of the AN/MRC-142; it teaches electrical requirements, configuration, signal flow, installation, operation, maintenance, and fault isolation of the system. Designed for Pvt-Sgt in MOS 0621, Field Radio Operator and MOS 0622, Mobile Multichannel Equipment Operator.

Study Hours: 12  
Reserve Retirement Credits: 4

**2566 ANALOG SWITCHBOARD (SB-3614)  
OPERATIONS COURSE (CD)**

Provides instruction on the description and use of the SB-3614; it teaches installation, programming, operation, and maintenance of the switchboard and associated equipment (e.g., power supplies, telephones). This course can also be useful to units/commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in MOS 2512/0612, Field Wireman.

Study Hours: 8  
Reserve Retirement Credits: 3

**2567 REMOTE MULTIPLEXER-COMBINER  
(TD-1234) OPERATIONS COURSE (CD)**

Provides instruction on the description and use of the TD-1234; it teaches installation and operation of the RMC device and associated equipment (e.g., power supplies, switches, telephones.) This course can also be useful to units/commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in the 2500/0600 military occupational field.

Study Hours: 3  
Reserve Retirement Credits: 1

**2568 DATA TRANSFER DEVICE (AN/  
CYZ-10) OPERATIONS COURSE (CD)**

Provides instruction on the description and use of the AN/CYZ-10; it teaches battery installation, and selection and transfer of secure data. This course can also be useful to units/commands that desire to enhance the communications abilities of their non-communications MOS personnel. Designed for Pvt-Sgt in MOS 2531/0621, Field Radio Operator.

Study Hours: 3  
Reserve Retirement Credits: 1

***OF-28, DATA/COMMUNICATIONS  
MAINTENANCE***

**2820 ELECTRONIC MATHEMATICS FOR  
MARINES**

Provides foundation in advanced algebraic mathematics to prepare Marines for studies at the senior progression schools in the electronics maintenance and engineer occupational fields. Although not a requirement, it is recommended that students take MCI 13.34, *Math for Marines*, or have the equivalent knowledge before enrolling in this course.

Study Hours: 32  
Reserve Retirement Credits: 11

**286G FUNDAMENTALS OF DIGITAL  
LOGIC**

Provides instruction on binary arithmetic and Boolean algebra. Discusses non-logic and transistor logic circuits. Designed for PFC-LCpl in the 28, 59, and 66 occupational fields.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: MC 1715-0184, 2 hrs-BALL

## **287 INTRODUCTION TO TEST EQUIPMENT**

Provides instruction in the fundamentals needed to accurately perform measurements with test equipment. Covers the administration of test equipment assets. Designed for Pvt-Sgt who use diagnostic test equipment to perform their regular duties.

Study Hours: 3  
Reserve Retirement Credits: 1  
ACE Credits: MC 1715-0129, 2 hrs-VA

### ***OF-30, SUPPLY, ADMINISTRATION, AND OPERATIONS***

## **301N BASIC WAREHOUSING**

Provides instruction on the missions of storage activities, types of supply units, and storage facilities. Covers proper stock locations, material-handling procedures, and field-warehousing operations. Designed for Pvt-Sgt in MOSs 3043, 3051, and 3052.

Study Hours: 14  
Reserve Retirement Credits: 5  
ACE Credits: MC 1405-0046, 1 hr-BALL

## **303H WAREHOUSING OPERATIONS**

Provides instruction in the fundamentals for laying out storage areas for various commodities and for computing storage space and material-handling equipment requirements. Covers procedures used in preserving, packaging, packing, and marking military supplies and equipment. Designed for Cpl-SSgt in MOS 3051 and 3052.

Study Hours: 22  
Reserve Retirement Credits: 7  
ACE Credits: MC 1405-0021, 2 hrs-VA,  
2 hrs-BALL

### ***OF-33, FOOD SERVICE***

## **3316E BASIC NUTRITION**

Covers the essentials of nutrients, carbohydrates, fats, proteins, vitamins, minerals, and water. Especially useful for individuals on weight control or military appearance programs. Includes a physical fitness package. Designed for all Marines.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1729-0041, 1 hr-BALL

## **3333 THE RESERVE FIELD FOOD SERVICE SUPERVISOR**

Provides the reserve Marine food service supervisor with knowledge of food service principles and practices used to supervise a field mess. Covers proper procedures for planning, setting up, operating, and breaking down a field mess operation. Discusses the various administrative forms required while operating a field mess. Designed for LCpl-MGySgt in MOSs 3361, 3372, and 3381.

Study Hours: 18  
Reserve Retirement Credits: 6  
ACE Credits: MC 1729-0042, 1 hr-BALL

## **334L FOOD SERVICE FUNDAMENTALS**

Provides basic instructions in sanitation, personal hygiene, food-borne illnesses, and the proper use and handling of food service equipment. Designed for Pvt-LCpl in MOS 3381.

Study Hours: 18  
Reserve Retirement Credit: 6  
ACE Credits: MC 1729-0038, 1 hr-BALL

### ***OF-34, AUDITING, FINANCE, AND ACCOUNTING***

## **3410A INTRODUCTION TO MARINE CORPS ACCOUNTING**

Provides instruction on the accounting methods and procedures the Marine Corps uses for tracking all equipment. Designed for Pvt-Cpl in MOS 3451.

Study Hours: 14  
Reserve Retirement Credits: 5  
ACE Credits: MC 1401-0004, 1 hr-VA

## **3412 FIELD BUDGET FORMULATION**

Provides instruction in formulating field budgets. Covers budget methodology, reports, forms on operation and maintenance, and Marine Corps appropriation. Designed for Pvt-Sgt in MOS 3451.

Study Hours: 21  
Reserve Retirement Credits: 7  
ACE Credits: MC 1401-0011, 1 hr-BALL

### **3414 FINANCIAL MANAGEMENT**

Provides instruction for officers and staff noncommissioned officers who have been away from the financial management field or who are laterally transferring into MOSs 3404, 3406, 3408 or 3451. Designed for SSgt-Capt

Study Hours: 17

Reserve Retirement Credits: 6

ACE Credits: MC 1401-0012, 1 hr-BALL

### **3420E PERSONAL FINANCIAL MANAGEMENT**

Provides instruction for using a personal budget for individual financial planning. Covers financial organizations, checking and savings accounts, and the direct deposit system. Provides guidance for establishing good credit, obtaining loans, making major purchases, and keeping orderly personal financial records. Designed for all Pvt-MSgt in all MOSs.

Study Hours: 7

Reserve Retirement Credits: 2

ACE Credits: MC 1401-0009, 1 hr-BALL

### **3422A BASIC PAY AND ALLOWANCES**

Designed to aid the Marine in auditing authorized allowances and deductions for pay purposes. This course is based on DODFMR 7000.14R, Department of Defense Financial Management Regulations: Military Pay, Policy, and Procedures, Volume 7, dated 1996. Designed for Pvt-Sgt who are assigned duties as disbursing clerks or in an allied field, such as command, administrative, or career counselors.

Study Hours: 20

Reserve Retirement Credits: 7

ACE Credits: MC 1401-0016, 1 hr-BALL

### **3425A PERSONAL FINANCIAL MANAGEMENT (CD)**

CD-based version of MCI 3420E, *Personal Financial Management*. Provides instruction for using a personal budget for individual financial planning. Covers financial organizations, checking and savings accounts, and the direct deposit system. Provides guidance for establishing good credit, obtaining loans, making major purchases, and keeping orderly personal financial records. Designed for all Pvt-MSgt in all MOSs.

Study Hours: 7

Reserve Retirement Credits: 2

ACE Credits: MC 1401-0009, 1 hr-BALL

### **3426A PERSONAL FINANCIAL MANAGEMENT (WEB)**

Web-based version of MCI 3420E, *Personal Financial Management*. Provides instruction for using a personal budget for individual financial planning. Covers financial organizations, checking, and savings accounts, and the direct deposit system. Provides guidance for establishing good credit, obtaining loans, making major purchases, and keeping orderly personal financial records. Designed for Pvt-MSgt in all MOSs.

Study Hours: 7

Reserve Retirement Credits: 2

ACE Credits: MC 1401-0009, 1 hr-BALL

### ***OF-35, MOTOR TRANSPORT***

### **3503 MOTOR TRANSPORT NCO: COMBAT OPERATIONS**

Provides Marines with basic motor transport combat operations skills. Enhances skill and knowledge for performing expeditionary and convoy operations. Addresses administration, technical requirements, and field expedient maintenance of motor transport vehicles in a combat environment. Designed for Cpl-Sgt in the 35 occupational field.

Study Hours: 11

Reserve Retirement Credits: 4

### **3513B COOLING AND LUBRICATION SYSTEM MAINTENANCE**

Provides instruction on the diagnosis, maintenance, and repair of cooling and lubricating systems and their components. Designed for Pvt-Sgt in MOS 3521.

Study Hours: 12

Reserve Retirement Credits: 4

ACE Credits: MC 1703-0037, 2 hrs-BALL

### **3515B AUTOMOTIVE BRAKE SYSTEM**

Provides instruction in the proper function and repair of automotive hydraulic, air, power, and auxiliary brake systems. Designed for Pvt-Sgt in MOSs 3521 and 3522.

Study Hours: 11

Reserve Retirement Credits: 4

ACE Credit: MC 1703-0033, 2 hrs-BALL

### **3521 TROUBLESHOOTING THE M998 ELECTRICAL SYSTEM**

Provides the skills needed to effectively troubleshoot the electrical system of the M998 HMMWV. Consists of modules containing self-instructional dialogues and performance tests. The student is required to troubleshoot simulated faults on an M998 using the technical manual and the appropriate test equipment. Designed for Sgts and below in the Motor Transportation (MT) maintenance field.

Prerequisite: Student's primary MOS must be a MT maintenance MOS. The student must be filling a MT maintenance billet or working on-the-job training (OJT) at a maintenance shop awaiting orders to school. There is a minimum requirement of 6 months of remaining obligated service or remaining time on station to ensure sufficient time for the student to complete the course. A Course Manager, a Course Administrator, and the following equipment must be available:

1. TM 9-2320-280-20-1
2. TM 9-2320-280-20-2
3. General mechanic's toolbox
4. Droplight/flashlight
5. STE/ICE - R
6. Drive belt tension gauge
7. Multimeter
8. M998 HMMWV
9. Creeper

Note: It is the Course Administrator's responsibility to obtain the required equipment.

Course Administration: This course is administered and tested differently from other MCI courses. Consisting of six modules, the student actually performs required tasks as instructed in the self-paced dialogue. Once the student feels confident with his performance, he or she informs the assigned Course Administrator and requests to be tested. Testing consists of the Course Administrator guiding and evaluating the student through a series of practical application performance tests. Upon completion of each module, the Course Administrator informs the student of his pass/fail grade. A passing grade enables the student to begin the next module. A failing grade gives the student the option to recycle or disenroll. The Courses Administrator and Manager are responsible for reporting the grades to MCI.

Study Hours: 18

Reserve Retirement Credits: 6

### **3525B AUTOMOTIVE FUEL AND EXHAUST SYSTEMS**

Provides basic instruction in fuel and exhaust systems. Includes maintenance and repair information with specific emphasis on the diesel fuel injection, GM distributor systems, and troubleshooting guides. Designed for Pvt-Sgt in MOSs 3521 and 3522.

Study Hours: 14  
Reserve Retirement Credits: 5  
ACE Credits: MC 1703-0031, 2 hrs-BALL

### **3530 INCIDENTAL MOTOR VEHICLE OPERATOR**

Provides information on the characteristics and operation of motor transport equipment, the proper use of forms and publications, and the procedures for performing preventive maintenance, and operator responsibilities. Designed for Pvt-Sgt in MOS 3531 but opened to all Marines assigned as vehicle operators.

Study Hours: 9  
Reserve Retirement Credits: 3

### **3532A INCIDENTAL MOTOR VEHICLE OPERATOR (CD)**

CD-based interactive courseware version of MCI 3530, *Incidental Motor Vehicle Operator*. Provides information on the characteristics and operation of motor transport equipment, the proper use of forms and publications, and the procedures for performing preventive maintenance, and operator responsibilities. Designed for Pvt-Sgt in MOS 3531 but opened to all Marines assigned as vehicle operators.

Study Hours: 9  
Reserve Retirement Credit: 3

### **3535A INCIDENTAL MOTOR VEHICLE OPERATOR (WEB)**

Web-based version of MCI 3530, *Incidental Motor Vehicle Operator*. Provides information on the characteristics and operation of motor transport equipment, the proper use of forms and publications, the procedures for performing preventive maintenance, and operator responsibilities. Designed for Pvt-Sgt in MOS 3531 but opened to all Marines assigned as vehicle operators.

Study Hours: 9  
Reserve Retirement Credit: 3

### **3538B DISPATCHING PROCEDURES FOR MOTOR TRANSPORT**

Provides instruction in the proper procedures for dispatching tactical and commercial vehicles. Discusses various forms used to dispatch vehicles. Designed for Pvt-Sgt in the 35 occupational field.

Study Hours: 9  
Reserve Retirement Credits: 3  
ACE Credits: MC 1408-0031, 1 hr-BALL

### **3580A AUTOMOTIVE ENGINE MAINTENANCE AND REPAIR**

Introduces the skills and knowledge required to repair and maintain the automotive engine. Covers the diagnostic/troubleshooting techniques and the duties associated with inspecting, testing, and servicing the automotive engine. Designed for Pvt-Sgt in MOS 3521.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1703-0039, 2 hrs-BALL

### **359F AUTOMOTIVE POWER TRAINS**

Provides instruction in the operation, maintenance, and troubleshooting of power trains and their components. Includes automotive clutches, manual transmissions, transfers, gear types, bearings, sprags, drive shafts, U-joints, axles, and differentials. Designed for Pvt-Sgt in MOSs 3521 and 3522.

Study Hours: 23  
Reserve Retirement Credits: 8  
ACE Credit: MC 1703-0022, 2 hrs-BALL

**OF-57, NUCLEAR, BIOLOGICAL, AND  
CHEMICAL**

**5714A NBC RECONNAISSANCE AND  
CONTAMINATION AVOIDANCE**

Replaces MCI 579, *Monitor Survey Team Operations*. In addition to monitor survey operations, this course provides detailed instruction in chemical contamination predictions (NBC 1 to NBC 4 reports) and other battalion control center operations. Designed for all Marines in the 5711 MOS and all Marines assigned collateral duties as NBCD personnel in their units.

Study Hours: 12  
Reserve Retirement Credits: 4

**OF-58, MILITARY POLICE AND  
CORRECTIONS**

**581E CORRECTIONS**

Provides instruction in brig policy and staff composition, security, contraband, and on the general responsibilities of the corrections specialist. Designed for Pvt-Sgt in MOS 5831 and for on-the-job trainees.

Study Hours: 20  
Reserve Retirement Credits: 7  
ACE Credits: MC 1728-0014, 3 hrs-BALL

**5812A MILITARY POLICE INTERVIEW/  
INTERROGATION FORMS**

Addresses the rules and regulations for completing interview/interrogation forms used in the Marine Corps. Places emphasis on standardized completion of forms. Places special emphasis on obtaining complete statements through a systematic approach from the interview/interrogation to the completion of each form. Designed for Pvt-GySgt in MOS 5811.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1728-0013, 1 hr-VA

**582 CORRECTIONS SUPERVISOR**

Provides instruction in job fundamentals of the corrections supervisor. Covers physical security, custody, control, staffing of a ship's brig, and dealing with bomb threats. Designed for Cpl-SSgt working in a brig.

Study Hours: 12  
Reserve Retirement Credits: 4  
ACE Credits: MC 1728-0007, 3 hrs-BALL

**OF-60/61, AIRCRAFT MAINTENANCE**

**6001A AIRCRAFT MAINTENANCE NCO**

Provides instruction in the functions of organizational and intermediate maintenance activities. Discusses the publications, records, and forms along with typical OMA operations. Designed for Pvt-Sgt in the 60, 61, 63, 64, and 65 occupational fields.

Study Hours: 10  
Reserve Retirement Credits: 3  
ACE Credits: MC 1704-0010, 3 hrs-BALL

**602A THEORY AND CONSTRUCTION OF  
GAS TURBINE ENGINES**

Provides training on the basic theory of gas turbine engines, turbine engine construction, and engine operation and maintenance. Also discusses turbine engine induction, exhaust, fuel metering, ignition, cooling, and fire protection subsystems. Designed for PFC-Sgt in MOSs 6011, 6018, 6025, 6111, 6118, and 6128.

Study Hours: 19  
Reserve Retirement Credits: 6  
ACE Credits: MC 1710-0004, 2 hrs-VA

**605 AVIATION MAINTENANCE  
WORKCENTER SUPERVISOR**

Addresses five fundamental areas of responsibility that most workcenter supervisors encounter as they perform their duties: safety-oriented programs, tool and material upkeep procedures, directive programs, personnel management programs, and team player programs. Designed for Cpl-GySgt in the 60 occupational field.

Study Hours: 21  
Reserve Retirement Credits: 7  
ACE Credits: MC 1406-0042, 2 hrs-VA

**606A AVIATION QUALITY ASSURANCE  
SUPERVISOR**

Provides instruction in quality assurance concept, supervisory responsibilities, audits, inspections, and trend analysis studies conducted within the quality assurance division. Designed for Cpl-GySgt in the 60 and 61 occupational fields.

Study Hours: 17  
Reserve Retirement Credits: 6  
ACE Credits: MC 1405-0047, 1 hr-BALL

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## **DISTANCE PROFESSIONAL MILITARY EDUCATION (DPME) PROGRAMS**

### **8010 SERGEANTS DISTANCE EDUCATION PROGRAM (SDEP)**

#### **PURPOSE**

The SDEP is the initial block of enlisted distance professional military education (PME). The curriculum is designed to develop the leadership, communications, and analytical thinking skills necessary to become an effective NCO. This program is the prerequisite for sergeants to attend the resident Sergeant's Course and is a requirement for promotion to staff sergeant.

#### **ELIGIBILITY**

USMC - corporals and above  
Other services - E-6 and above

#### **PREREQUISITES**

None

#### **AREAS OF STUDY**

This program consists of seven areas of study: grammar and composition (10.75 hours of student effort), leadership (12.5 hours of student effort), military studies (14 hours of student effort), introduction to warfighting (13 hours of student effort), warfighting tactics (17 hours of student effort), warfighting techniques (11 hours of student effort), and weapons (20 hours of student effort).

**ACE Credits:** MC 1408-0027, see individual sub-courses

#### **COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous enlisted PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his or her training NCO. The training NCO gives the textbooks and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. The only exception to this is for 8014 where the proctor will grade the exam his/herself and denote pass/fail on the answer sheet which will then be mailed to MCI. Detailed instructions are contained in each course and examination package.

#### **8011 BASIC GRAMMAR AND COMPOSITION**

*Basic Grammar and Composition* provides instruction on the different parts of speech and how to construct a sentence using proper grammar.

Study Hours: 10.75  
Reserve Retirement Credits: 4  
ACE Credits: 1 hr – BALL (English)

## **8012 LEADERSHIP**

This course covers an introduction to leadership, maintaining personal readiness, advising Marines on financial planning, proficiency and conduct marks, performance evaluation system (PES), instruction techniques, oral communication, and managing an MCI training program.

Study Hours: 12.5

Reserve Retirement Credits: 4

ACE Credits: 2 hrs – BALL (Principles of Management)

## **8013 MILITARY STUDIES**

*Military Studies* presents subjects unique to the military and the Marine Corps. It includes the procedures for conducting non-judicial punishment, drill, uniforms and inspections, and physical fitness training. It also includes an overview of Marine Corps history, customs, and courtesies.

Study Hours: 14

Reserve Retirement Credits: 5

ACE Credit: 1 hr-BALL (Military Studies/Military Science)

## **8014 INTRODUCTION TO WARFIGHTING**

*Introduction to Warfighting* introduces the Marine Corps doctrine of MCDP-1 Warfighting and teaches students how to apply this doctrine to platoon and company-level tactics. This course is graded on a pass/fail basis. Proctors are required to denote “A” for a passing grade and “B” for a failing grade on the answer bubble sheet.

Study Hours: 13

Reserve Retirement Credits: 4

ACE Credits: 2 hrs-BALL (Military Studies/Military Science)

## **8015 WARFIGHTING TACTICS**

*Warfighting Tactics* takes the doctrine learned in MCI Course 8014 Introduction to Warfighting and teaches how to apply this doctrine to squad tactics.

Study Hours: 17

Reserve Retirement Credits: 6

ACE Credits: 1 hr-BALL (Military Studies/Military Science)

## **8016 WARFIGHTING TECHNIQUES**

*Warfighting Techniques* focuses on battlefield techniques and leadership of a Non-Commissioned Officer. Throughout this course, the student will be faced with decision scenarios encountered by a small unit leader.

Study Hours: 11

Reserve Retirement Credits: 4

ACE Credits: 1 hr-BALL (Military Studies/Military Science)

## **8017 WEAPONS**

*Weapons* is designed to provide the Marine Sergeant with technical and detailed instruction on the characteristics and operation of some of the most common small arms found in the Marine Corps arsenal.

Study Hours: 20

Reserve Retirement Credits: 7

**7100**  
**STAFF NONCOMMISSIONED OFFICERS CAREER DISTANCE EDUCATION PROGRAM**  
**(SNCOCDEP)**

**PURPOSE**

The SNCOCDEP builds on the SDEP curriculum with the specific purpose of developing effective Marine SNCOs. The course emphasizes leadership and the basic mechanics of training management. Completion of this program is a prerequisite for staff sergeants and staff sergeant selects to attend the resident SNCO Career Course. Completion is a requirement for promotion to gunnery sergeant.

**ELIGIBILITY**

USMC - sergeants and above  
Other services - E6 and above

**PREREQUISITE**

Marine sergeants must have successfully completed the SDEP and the resident Sergeant's Course.

**AREAS OF STUDY**

This program consists of eight areas of study: tactical communications (12 hours of student effort); personnel administration (13 hours of student effort); military justice (11 hours of student effort); leadership (10 hours of student effort); military training (11 hours of student effort); drills, ceremonies, uniform regulations, and inspections (11 hours of student effort); Marine Corps history and traditions (6 hours of student effort); operations (15 hours of student effort.)

**COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous enlisted PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his training NCO. The training NCO gives the texts to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering and grading the student's examination and reporting the results to MCI for posting. Detailed instructions are contained in each text and examination package.

**7103 TACTICAL COMMUNICATIONS**

Provides basic information on message drafting plans and orders, radio and radio telephone procedures, communications security, and equipment and communications for command posts.

Study Hours: 12  
Reserve Retirement Credits: 4

**7104F PERSONNEL ADMINISTRATION**

Provides instruction on the Marine Corps directives system, individual and unit records, military pay, travel orders, evaluation procedures, types of discharges, naval correspondence, awards, educational opportunities, promotion, and personal financial management.

Study Hours: 13  
Reserve Retirement Credits: 4

## **7105F MILITARY JUSTICE**

Discusses elements of offenses under the UCMJ, searches and seizures, investigations and reports, courts-martial, and Articles 15 and 31 of the Uniform Code of Military Justice (UCMJ).

Study Hours: 11

Reserve Retirement Credits: 4

## **7106B LEADERSHIP**

Presents the principles, traits, and indicators of leadership including the chain of command, the considerations and steps in setting unit tasks and standards, and the factors influencing motivation for better performances. Discusses balancing rewards and punishments, correlating performances with motivation and ability, recognizing problem areas, and identifying personal problems and their causes. Also discusses methods of identifying, evaluating, and selecting solutions, using referral agencies, and assisting subordinates in finding their own solutions.

Study Hours: 10

Reserve Retirement Credits: 3

## **7107C MILITARY TRAINING**

Provides instruction on the basic mechanics of training management including guidance, programming, and the principles of scheduling. Presents the fundamental aspects of physical training including strength and endurance training and the considerations involved in developing a physical training program. Also presents the essential techniques and principles of military instruction, voice and mannerisms, learning objectives, learning activities, and lesson plans.

Study Hours: 11

Reserve Retirement Credits: 4

## **7108E DRILLS, CEREMONIES, UNIFORM REGULATIONS, AND INSPECTIONS**

Provides instruction on platoon and company level drill, parades and ceremonies, uniform regulations, and the background and objectives of inspections in the Marine Corps.

Study Hours: 11

Reserve Retirement Credits: 4

## **7109B MARINE CORPS HISTORY AND TRADITIONS**

Provides a general overview of U.S. Marine Corps history, traditions, terms, and phrases. The material emphasizes the combat achievements of the Marine Corps.

Study Hours: 6

Reserve Retirement Credits: 2

## **7110 OPERATIONS**

Provides insight into the organization of the Marine Corps and the role it plays within the Department of Defense (DOD). Introduces the Marine Air-Ground Task Force (MAGTF), basic principles of amphibious operations, threat capabilities, and terrorism.

Study Hours: 15

Reserve Retirement Credits: 5

**8200**  
**STAFF NONCOMMISSIONED OFFICERS ADVANCED DISTANCE EDUCATION PROGRAM**  
**(SNCOADEP)**

**PURPOSE**

The SNCOADEP builds on the SNCOCDEP curriculum with the specific purpose of developing the senior SNCO's ability to manage company level unit training responsibilities. Content of this program is broader in scope than the career course and provides a more advanced level of professional military education. This program is the prerequisite for gunnery sergeants and gunnery sergeants select to attend the resident SNCO Advanced Course.

**ELIGIBILITY**

Staff Sergeants and above

**PREREQUISITE**

Staff Sergeants must have successfully completed the SNCOCDEP and the resident SNCO Career Course.

**AREAS OF STUDY**

This program consists of five areas of study: military studies (13 hours 30 minutes of student effort); military justice and law of war (10 hours 30 minutes of student effort); warfighting techniques (11 hours 20 minutes of student effort); combat techniques (9 hours 45 minutes of student effort); and combined arms (2 hours 30 minutes of student effort).

**COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations. The examinations are at the end of each text. When the student finishes studying the text, they will complete the examination using the multiple choice answer sheets provided. The training NCO is responsible for mailing the answer sheet and examination to MCI for grading.

ACE Credits: None

**8201 MILITARY STUDIES**

Provides leaders with a common understanding of the fundamentals of military strategy and joint operations. Also discusses methods used to evaluate unit readiness, information on financial planning, ceremonial drill, and developing a land navigation course.

Study Hours: 13.5

Reserve Retirement Credits: 4

**8202 MILITARY JUSTICE**

Provides an introduction to military law and an overview of the military justice system. Discusses Article 31 rights, punitive investigations, the non-judicial punishment process, and the impact of violating standing rules of engagement.

Study Hours: 10.5

Reserve Retirement Credits: 3

### **8203 WARFIGHTING TECHNIQUES**

Provides instruction on the fundamentals of close air support and the procedures for establishing and maintaining a combat operations center. Also provides an overview of the mission, principles, and functional areas of combat service support as well as an overview of the organization and operation of rear area security.

Study Hours: 11.3

Reserve Retirement Credits: 4

### **8204 COMBAT TECHNIQUES**

Provides instruction on offensive and defensive fundamentals as well as the techniques used to efficiently and effectively train Marines. Also discusses combat leadership techniques, focusing on estimate of the situation and tactical orders.

Study Hours: 9.75

Reserve Retirement Credits: 3

### **8205 COMBINED ARMS**

Provides fire support fundamental concepts and instruction on the theories, methods, and assets of combined arms.

Study Hours: 2.5

Reserve Retirement Credits: 1

**7400**  
**WARFIGHTING SKILLS PROGRAM (WAFSKIP)**

**PURPOSE**

This program teaches Marine Corps warfighting doctrine and its application at the small unit level. The program focuses on infantry tactics and techniques and their application in problem-solving exercises. WAFSKIP also includes instruction in tactical fundamentals, combat techniques, fire support, combined arms warfare, and combat leadership. Completion of WAFSKIP is required for promotion to 1st sergeant or master sergeant. Warrant officers and warrant officers-2 are required to enroll once they have completed the Warrant Officer Basic Course.

**ELIGIBILITY**

International officers. See page 7 for enrollment directions.

Federal government employees (GS-11 and above). See page 7 for enrollment directions.

**PREREQUISITE**

Warrant officers - Completion of Warrant Officer Basic Course

Marine staff sergeants – Completion of SNCOCDEP and SNCOADEP

**AREAS OF STUDY**

This program consists of five areas of study: introduction to warfighting (12 hours of student effort), small unit tactical problems (9 hours of student effort), combat techniques (9 hours of student effort), Marine Corps leadership (18 hours of student effort), and combined arms (6 hours of student effort).

**COURSE ADMINISTRATION**

The courses in this program are administered and tested differently from most MCI courses. Most MCI courses are tested by machine-graded, multiple-choice examinations; the course examinations in this program use essay/problem-solving questions.

When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student should take his or her program materials to their training NCO. The training NCO gives the text to the student and the examination package to the student's commanding officer or designated representative. The commanding officer (or designated representative) is responsible for administering and grading the student's examination and reporting the results to MCI for posting. Detailed instructions are included in each text and examination package.

Note: Marine Corps students in the Individual Ready Reserve (IRR) and students from other services now enroll in the *7400 Warfighting Skills Program* in the same manner as Marines on active duty and on active reserve.

**ACE Credits:** MC 2204-0112, 2 hrs-BALL  
Area of study-Military Studies

**7401A INTRODUCTION TO WARFIGHTING**

Introduces the theory, nature, and levels of war. Tracks the development of modern warfare tactics. Covers maneuver warfare concepts and their application. Discusses how to educate and train subordinates in tactics.

Study Hours: 12

Reserve Retirement Credits: 4

#### **7402A SMALL UNIT TACTICAL PROBLEMS**

Given tactical situations, the student is required to plan and write orders. Discusses mission tactics, focus of effort, reserves, the concept of combined arms, and the relationship between attacking and defending.

Study Hours: 9

Reserve Retirement Credits: 3

#### **7403B COMBAT TECHNIQUES**

Explores means for developing both combat and leadership techniques. Provides the techniques for tactical unit movement, offensive and defensive operations, and gives methods for training subordinates in these techniques.

Study Hours: 9

Reserve Retirement Credits: 3

#### **7404A MARINE CORPS LEADERSHIP**

Defines leadership and examines the challenges of leadership in both peace and war. Discusses leadership techniques and the qualities an individual needs to become a successful leader.

Study Hours: 18

Reserve Retirement Credits: 6

#### **7405A COMBINED ARMS**

Provides fundamental concepts of fire support. Discusses principles for combined arms operations.

Study Hours: 6

Reserve Retirement Credits: 2



**8510-8600**  
**AMPHIBIOUS WARFARE SCHOOL DISTANCE EDUCATION PROGRAM**  
**(AWSDEP)**

**PURPOSE**

The Amphibious Warfare School Distance Education Program (AWSDEP) is required for captains by MCO P1553.4. The program is designed as the “Keystone PME” to prepare company-grade officers to have the tools to lead and succeed in the 21<sup>st</sup> century Marine Corps. AWSDEP is a two-phase program, described below.

**REQUIREMENT**

**AWSDEP Phase One 8510** is required of all Marine Corps chief warrant officers (CWO-03) and of captains (03) who have not previously completed the resident or distance education program (DEP) career-level PME. MC captains selected for a sister service resident career-level school must complete Phase One. Completion of Phase One is a requirement for enrolling in AWSDEP Phase Two 8600.

**AWSDEP Phase Two 8600** is required of all MC captains not selected for a resident career-level school. If an officer enrolled in Phase Two 8600 is selected to attend a resident career level school, he/she can request an administrative disenrollment from the Phase Two 8600, without prejudice.

**PREREQUISITE**

Marines: Completion of Warfighting Skills Program (7400) (WAFSKIP) for warrant officers and completion of all enlisted PME programs and WAFSKIP for SNCOs.

Sister Services: All sister services officers (rank 01-02) must request permission from the College of Continuing Education (CCE), Marine Corps University (MCU) for enrollment in AWSDEP Phase One 8510.

**ELIGIBILITY**

- Marine Corps Lieutenants (01-02): May enroll in AWSDEP Phase One 8510.
- Marine Corps Captains (03) and CWO-3s: Mandatory enrollment in AWSDEP Phase One 8510.
- Sister Service O3s: May enroll in AWSDEP Phase One 8510. See page 7 of this catalogue for enrollment directions.
- Sister Service 01-02: Contact the College of Continuing Education at 1-800-992-9210 or commercial (703) 784-5446 to request permission to enroll in AWSDEP Phase One 8510.

**AREAS OF STUDY**

**Phase One:** This is a three-course program. It provides an officer with the foundation of Marine Corp warfighting doctrine as outlined in MCDP-1, Warfighting. Phase One includes concepts and procedures for the command and control of a Marine Air-Ground Task Force (MAGTF) and staff planning procedures.

**Phase Two:** This is a four-course program. It provides an officer with the fundamentals of MAGTF offensive, defensive, expeditionary operations, and military operations other than war (MOOTW).

Students are allowed 5 years to complete AWSDEP Phase One 8510 and AWSDEP Phase Two 8600. Completion of both phases of AWSDEP (8510 and 8600) satisfies the PME requirement for captains as set forth in MCO P1553.4.

## **COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his/her training NCO. The training NCO gives the textbooks and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. Detailed instructions are contained in each course and examination package.

**ACE CREDIT:**      8510 (AWS Phase One)  
                             Pending ACE Review

8600 (AWS Phase Two)  
a. 3 hrs-BALL  
Area of study-Military Studies  
b. 2 hrs-BALL  
Area of study-Management/Leadership

### ***AWSDEP PHASE ONE (8510)***

#### **8511 WARFIGHTING**

Covers the theory and nature of war. This course details the warfighting doctrine of the Marine Corps as expressed in MCDP-1, *Warfighting* and MCDP 1-2, *Campaigning*.

Study Hours: 37  
Reserve Retirement Credits: 12

#### **8512 COMMAND AND CONTROL**

The intent of this course is to cover concepts and practical application of command and control (C<sup>2</sup>) on the modern battlefield. Focusing on the command, control, and communications of a MAGTF, this course emphasizes streamlined information flow and other control techniques helpful to the company-grade officer.

Study Hours: 42  
Reserve Retirement Credits: 14

#### **8513 MARINE CORPS PLANNING PROCESS**

The intent of this course is to present a decision-making methodology that is applicable for all echelons of command across the range of military applications. The 6-step process described in this course replaces the 15-step process found in FMFM 3-1, *Command and Control*.

Study Hours: 15  
Reserve Retirement Credits: 5

### ***AWSDEP PHASE TWO (8600)***

#### **8601 MAGTF OFFENSE**

Covers the fundamentals of the offense. Through study and practical exercises, the student conducts the planning necessary to fully realize the combined arms potential of the MAGTF in the offense. Military operations in urban terrain (MOUT), helicopter-borne, and mechanized operations are also presented.

Study Hours: 75  
Reserve Retirement Credits: 25

## **8602 MAGTF DEFENSE**

Covers the fundamentals of the MAGTF in defensive operations. Practical exercises give the student the opportunity to conduct the planning necessary to conduct MAGTF defensive operations.

Study Hours: 41

Reserve Retirement Credits: 14

## **8603 EXPEDITIONARY OPERATIONS**

Introduces the student to the nature, capabilities, limitations, and characteristics of a MAGTF in amphibious and littoral operations.

Study Hours: 65

Reserve Retirement Credits: 22

## **8604 MILITARY OPERATIONS OTHER THAN WAR (MOOTW)**

Covers the wide range of military operations other than large-scale combat operations normally associated with conventional war. Included in this course are those increasingly frequent military operations that do not necessarily involve the use or threat of force.

Study Hours: 16

Reserve Retirement Credits: 5

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**8800**  
**COMMAND AND STAFF COLLEGE DISTANCE EDUCATION PROGRAM**  
**(CSCDEP)**

**PURPOSE**

The CSCDEP introduces officers to the study of the art of war. This program teaches the relationships between the strategic, operational, and tactical levels of war. Its focus is on the Marine Expeditionary Force as the Marine warfighting command within a joint or combined command. CSCDEP also develops the student's ability to effectively communicate strategies and decisions to the operating forces. This instruction parallels the core curriculum of the resident Marine Corps Command and Staff College. Officers selected to the rank of major are eligible to enroll in this program. Majors must attend the Marine Corps Command and Staff College or attend another services equivalent college in residence or complete the CSCDEP, or complete another services equivalent DEP to be considered PME complete for their grade. Those majors who attend or participate in a sister service intermediate-level school, see the requirements for 8845.

**ELIGIBILITY**

CWO4, major selects, and above. SNCOs must be PME complete through AWS, and request a waiver through the College of Continuing Education, Quantico.

Other services - 04 selectees and above. See page 7 for enrollment directions.

International officers - 04 selects and above. See page 7 for enrollment directions.

Federal government employees - GS-12 and above. See page 7 for enrollment directions.

**PREREQUISITE**

Completion of a career-level school resident school or DEP equivalent or distance education program.

**AREAS OF STUDY**

Areas of study include the theory and nature of war, the strategic and operational levels of war, MAGTF education, and operations other than war.

**COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous PME programs, these are closed book, proctored tests. When a student enrolls in the program, the text and examination packages for each course are mailed directly to the student. The student must take his program materials to his or her training NCO. The training NCO gives the textbooks and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. Detailed instructions are contained in each course and examination package.

- ACE CREDIT:**
- a. 3 hrs-Upper Level  
Area of study – International Relations
  - b. 3 hrs-Upper Level  
Area of study – Military Studies
  - c. 3 hrs-Upper Level  
Area of study – Organization Management Planning
  - d. 3 hrs-Upper Level  
Area of study – Theory and Nature of War
  - e. 3 hrs-Graduate Level  
Area of study – Military History/Evolution of Strategic Thought
  - f. 3 hrs-Graduate Level  
Area of study – National Security Studies

## HELP DESK

A PME Help Desk is available to assist CSCDEP students with questions regarding PME programs.

- a. To contact the PME Help Desk via E-mail, use the following address: [OMBMCIIPME@MBW.USMC.MIL](mailto:OMBMCIIPME@MBW.USMC.MIL)
- b. To contact via the Internet, go to the MCI web site, [www.mci.usmc.mil](http://www.mci.usmc.mil).
- c. To contact the PME Help Desk via telephone, call COMM: (202) 685-7608; DSN: 325-7608; or toll free at 1-800-MCI-USMC.

**COURSE DEVELOPER:** For questions about course content, exam evaluation, and program progress, your main point of contact is the distance education program faculty of the Marine Corps University's College of Continuing Education in Quantico, Virginia. Address your questions about course content to CCE and its satellite campuses by any of the methods below.

DSN telephone: 278-5446

Commercial telephone: (703) 784-5446

Toll free telephone: 1-800-992-9210

Internet: [cce@quantico.usmc.mil](mailto:cce@quantico.usmc.mil)

Web page: <http://www.mcu.quantico.usmc.mil/cce/cce.htm>

## 8801 THEORY AND NATURE OF WAR

Addresses the evolution of warfare from the 17th century to the present. This study includes an analysis of the contributions of noted military theorists on the evolution of warfare and the relevance of their theories to modern warfare. Covers warfare from the perspective of both Western and Eastern cultures and from the concept of total war to that of revolutionary warfare. MCI 8801 also includes a CD-based interactive multimedia instruction that enhances student learning.

Study Hours: 43.5

Reserve Retirement Credits: 15

## 8802 STRATEGIC LEVEL OF WAR

Explores the relationship between national interests, the development of national goals/objectives, and the considerations attendant to using military force to accomplish those goals and objectives. Using *Theory and Nature of War* (8801) as a foundation, *Strategic Level of War* explores how strategies are developed and how the capabilities and limitations of military force are used as an element of national power. Throughout the course, the student analyzes the use of military force as a political instrument and explores the recurring concerns of the strategist and policy maker in preparing for and preventing war, warfighting, and planning for the successful termination of a war.

Study Hours: 47

Reserve Retirement Credits: 16

## 8803 OPERATIONAL LEVEL OF WAR

Analyzes strategic guidance provided by the President and Secretary of Defense and the translation of that guidance into operational direction in the form of a campaign plan designed to achieve military objectives. Examines the concept of operational (theater level) warfare and the relationship among the strategic, operational, and tactical levels of war. From a Marine Air-Ground Task Force (MAGTF) perspective, the course covers the considerations associated with operational planning in a joint and combined environment.

Study Hours: 66.5

Reserve Retirement Credits: 22

#### **8804 THE MARINE AIR-GROUND TASK FORCE (MAGTF)**

Focuses on the concepts, considerations, and procedures attendant to the task organization, deployment, and employment of a MAGTF. 8804 also includes a CD-based interactive multimedia instruction that enhances student learning.

Study Hours: 43

Reserve Retirement Credits: 14

#### **8805 MARINE CORPS PLANNING PROCESS (MCP)**

Provides a coherent way to think, reason, and organize thoughts that can be used to plan operations at all levels of command, across the spectrum of conflict, and is compatible with joint processes. The six steps are linked, with the output of one becoming the input for another. Rather than lockstep drill, the MCP breaks the total process into manageable chunks for both the commander and staff.

Study Hours: 15

Reserve Retirement Credits: 5

#### **8806 JOINT AND MULTINATIONAL OPERATIONS**

Addresses a wide array of subjects which include: MARFOR competency, the MAGTF and Joint Task Force Planning Considerations, Theater Logistics, Information Warfare and Command and Control Warfare, and Space Operations.

Study Hours: 24

Reserve Retirement Credits: 8

#### **8807 MAGTF OPERATIONS**

Promotes an understanding of the complexities associated with MEF level capabilities and operations. Provides an overview of MEF fire support, CSS operations, and rear area operations as well as examining two case studies: *Desert Storm* and the *Pusan Perimeter*.

Study Hours: 35.5

Reserve Retirement Credits: 12

#### **8808 AMPHIBIOUS OPERATIONS**

Introduces joint amphibious and landing force doctrine. Explores the nature, limitations, and characteristics of a MAGTF in an amphibious operation; the phases of an amphibious operation; service and command responsibilities; planning considerations; and the termination of operations.

Study Hours: 41.5

Reserve Retirement Credits: 14

#### **8809 OPERATIONS OTHER THAN WAR**

Studies the aspects of military operations that focus on deterring war and promoting peace in an environment other than large-scale combat operations normally associated with conventional war. Previously referred to as Low Intensity Conflict, *Operations Other Than War* is a much broader and evolving conceptualization that also includes military operations that do not involve the use or threat of force. Provides a foundation on which to assess a situation, appraise whether and what kind of military response is appropriate, and justify the logic and validity of the decision.

Study Hours: 36

Reserve Retirement Credits: 12

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**8845**  
**THE MARINE AIR-GROUND TASK FORCE (MAGTF)/MARINE CORPS**  
**PLANNING PROCESS (MCP)**

**PURPOSE**

The 8845 Program is designed for Marine officer's selected to attend a resident or distance learning sister service intermediate level school (ILS) (identified in MCO P1553.4). Marine officers are required to complete two courses of instruction: *The Marine Air-Ground Task Force (MAGTF)* (8804) and *Marine Corps Planning Process (MCP)* (8805).

**ELIGIBILITY**

Marine major-selects and above.

**PREREQUISITE**

Completion of a career-level resident school or distance education program equivalent.

**AREAS OF STUDY**

*The Marine Air-Ground Task Force (MAGTF)* (8804) focuses on the concepts, coordination, and procedures attendant to the task organization, deployment, and employment of the MAGTF. The *Marine Corps Planning Process (MCP)* (8805) describes a decision-making methodology and how different levels of command can adapt the process. It illustrates a variety of planning tools such as matrices and plan formats.

**COURSE ADMINISTRATION**

The courses in this program are tested by machine-graded, multiple choice examinations. Unlike previous PME programs, these are closed book, proctored tests. When a student enrolls in this program, the text and examination packages for each course are mailed directly to the student. The student must take all program materials to the training NCO. The training NCO gives the books and review lesson exercise answer sheets to the student and the examination packages to the student's commanding officer or designated representative. The commanding officer or designated representative is responsible for administering the student's examination and mailing the examination to MCI for grading. Detailed instructions are contained in each course and examination package.

**HELP DESK**

A PME Help Desk is available to assist CSCDEP students with questions regarding PME programs.

- a. To contact the PME Help Desk via E-mail, type the following: OMB MCI PME@MBW.USMC.MIL
- b. To contact via the Internet, go to the MCI web site, [www.mci.usmc.mil](http://www.mci.usmc.mil).
- c. To contact the PME Help Desk via telephone, call COMM: (202) 685-7438; DSN: 325-7438; or toll free (CONUS) at 1-800-MCI-USMC.

**COURSE DEVELOPER:** For questions about course content, exam evaluation, and program progress, your main point of contact is the distance education program faculty of the Marine Corps University's College of Continuing Education (CCE) in Quantico, Virginia. Address your questions about course content to CCE and its satellite campuses by any of the methods below.

DSN telephone: 278-5446

Commercial telephone: (703) 784-5446

Toll free telephone: 1-800-992-9210

Internet: [cce@quantico.usmc.mil](mailto:cce@quantico.usmc.mil)

Web page: <http://www.mcu.quantico.usmc.mil/cce/cce.html>

#### **8804 THE MARINE AIR-GROUND TASK FORCE (MAGTF)**

Focuses on the concepts, considerations, and procedures attendant to the task organization, deployment, and employment of a MAGTF. MCI 8804 also includes a CD-based interactive multimedia instruction that enhances student learning.

Study Hours: 43

Reserve Retirement Credits: 14

#### **8805 MARINE CORPS PLANNING PROCESS (MCP)**

Provides a coherent way to think, reason, and organize thoughts that can be used to plan operations at all levels of command, across the spectrum of conflict, and is compatible with joint processes. The six steps are linked, with the output of one becoming the input for another. Rather than lockstep drill, the MCP breaks the total process into manageable chunks for both the commander and staff.

Study Hours: 15

Reserve Retirement Credits: 5

## **APPENDIX A**

### **MARINE CORPS INSTITUTE JOB AIDS**

The following MCI job aids are available from the MCI web page, [www.mci.usmc.mil](http://www.mci.usmc.mil), in a PDF format. These job aids and handbooks may be quickly downloaded, printed, and customized to meet unit or individual needs.

**(\*) Denotes job aid is available for download from MCI web site only. No paper-based products are available.**

- FORWARD AIR CONTROLLER

Target Audience: Forward air controllers, air officers, reconnaissance units, ANGLICO units, and FAC schools at EWTGPAC/LANT.

Description: Provides checklists on performing the duties of a Forward Air Controller (FAC).

- AN/PSN-11 PLGR HANDBOOK (\*)

Target Audience: All Marines.

Description: This handbook is intended for instructional purposes only. It is designed for use by any Marine who is assigned the task of navigating with the Precision Lightweight GPS Receiver (PLGR).

- AN/PSN-11 PLGR AID (\*)

Target Audience: All Marines.

Description: This aid is designed as a ready reference for use by any Marine who is assigned the task of navigating with the Precision Lightweight GPS Receiver (PLGR).

- LAYING METHODS AND HASTY SURVEY METHODS (\*)

Target Audience: Sergeants and above in the 08XX occupational field.

Description: Designed to aid in preparing the aiming circle for declinating, laying weapons, laying using the M-2 compass, distant aiming points, establishing hasty survey and subtense.

- M224 60mm MORTAR CREWMAN (\*)

Target Audience: Privates through sergeants who are assigned as members of a 60mm mortar squad.

Description: This handbook is intended for instructional purpose only. This handbook covers techniques and procedures that are involved with being a 60mm mortar crewman.

- CHEMICAL WARFARE (\*)

Target Audience: All Marines.

Description: This handbook is intended for instructional purpose only. This handbook addresses the fundamentals of survival in an NBC environment.

- CHIEF COOK (\*)

Target Audience: This handbook is applicable to all enlisted Marines in occupational field 33xx.

Description: This handbook is designed to provide a Marine with the basic knowledge to conduct themselves as a chief cook.

- AIRCRAFT MAINTENANCE NCO

Target Audience: Private through sergeant in any aviation maintenance occupational field or MOS.

Description: This handbook is intended for instructional purpose only. This handbook covers material applicable to all aviation maintenance MOSs.

- PASTRY BAKING (\*)

Target Audience: This handbook is applicable to all enlisted Marines in occupational field 33xx.

Description: This handbook is intended for instructional purpose only and discusses basic knowledge and skills of how Marines conduct themselves as a pastry baker.

- CIVIL DISTURBANCES (FM 19-15) (\*)

Target Audience: This handbook is applicable to all Marines.

Description: This field manual discusses the principles, policies, and legal considerations that govern the commitment of federal forces to civil disturbance control operations, the principles of civil disturbance control operations, planning and training for such operations, and the operational tasks and techniques employed to control civil disturbances and neutralize special threats

- AFGHANISTAN: AN INTRODUCTION TO THE COUNTRY AND PEOPLE (\*)

Target Audience: This handbook is applicable to all Marines.

Description: This handbook explains a number of basic issues that should be helpful to Marines working with the Afghan people or deployed to that region.

- OPERATIONAL RISK MANAGEMENT (ORM)

Target Audience: This handbook is applicable to any Marine in a command position to include personnel in the chain of command (team, squad, section, platoon leader), and staff members having personnel supervisory responsibility.

Description: This handbook is intended as a reference to assist any Marine in a command position to make risk assessment a routine part of planning, preparing, and executing operational missions and everyday tasks.

- INSPECTION AND REPAIR OF THE M9 PISTOL (\*)

Target Audience: This handbook is applicable to those needing a quick reference on topics relating to the functioning and maintenance of the M9 service pistol. This publication is specifically intended to be a reference to armorers and weapons maintainers throughout the service.

Description: This handbook is intended as a reference to assist any Marine who serves in the capacity of an armorer or weapons maintainer. Specifically, this reference provides instruction on the following topics: operator controls and safety procedures, operator and armorer disassembly and assembly, the functioning cycle, and the causes and repair of malfunction.

- ENLISTED AIDS HANDBOOK (\*)

Target Audience: This handbook is applicable to any Marine who serves as an enlisted aide. It is specifically designed for those in the military occupational specialty of 3372.

Description: This handbook is a reference for enlisted aides in the MOS 3372. It is published to provide a quick reference of enlisted aides duties, uniforms, entertaining and overall planning, official funds, quarters operations, and first aid procedures. This reference provides basic instruction on major issues the enlisted aid will face.

- CORRECTIONS (\*)

Target Audience: This handbook is provided as a reference for those operating Military Police or Corrections fields, particularly the 5831 military occupational field.

Description: This publication is provided as a guide to those in the Military Police and Corrections fields to assist in basic sentence computation. It is intended as a guide only and does not replace the sentence computation application within the Corrections Management Information System software. This handbook is comprised of expiration tables, a rate of earnings table, and sentencing example templates extracted from SECNAVINST 1640.9B.

- COMMUNICATION FOR THE FMF MARINE (\*)

Target Audience: This handbook is provided as a reference for all Marines serving in a field environment. This applies to all grades and military occupational specialties.

Description: The scope of this publication is intended to provide a quick reference of the following: Fundamentals of Visual and Emergency Communication, Basic Voice Communication Procedures, and Environmental Effects on Radio Communications.

- SADDAM HUSSEIN AND IRAQ: AN INTRODUCTION (\*)

Target Audience: This publication is designed for any interested individual to explore and discover facts concerning the country of Iraq and the regime of Saddam Hussein.

Description: With growing involvement with Iraq, Marines have a need for basic knowledge and understanding concerning this country and its' leader. This handbook explains a number of basic issues that should be in the knowledge toolbox of a Marine working with Iraqis or deployed to the region. This publication includes areas dealing with history, culture and people, economic issues, and the rise of Saddam Hussein.

- MARINE BATTLE SKILLS TRAINING (MBST) AND MARINE CORPS COMMON SKILLS (MCCS) HANDBOOK

The following orders remain in effect: MCO 1510.90 ITS for MBST Vol. 2, Corporal through Gunnery Sergeant; MCO 1510.97 ITS System for the Marine Officer, MOS 9910, Vol. 1 – Lieutenant and Warrant Officer, MCO 1510.99, Core Competencies for the Marine Officer, Vol. 2 – Captain.

<u>Book</u>	<u>Number</u>
MCCS Handbook Book 1A and 1B: Pvt -GySgt; WO – CWO-2; 2 <sup>nd</sup> Lt - Capt	PCN 50600000900
MCCS Handbook exam packet	PCN 50600001000
MBST Book 3 – Individual Combat Tasks, Cpl – Sgt	PCN 50600000300
MBST Book 4 – Individual Combat Tasks, SSgt – GySgt	PCN 50600000400

Individual RUC's are authorized to order the MCCS handbook and exam packets. MCCS handbooks and exam packets are available at MCLB Albany and can be ordered through the Marine Corps Publication Distribution System (MCPDS). Use the PCNs above when ordering. Note that when ordering the MCCS/MBST books, distribution of each book is based upon the unit's Table of Organization. MCLB Albany also handles distribution of each MBST book. All questions concerning distribution should be directed to MCLB Albany, Dept. No. 876. The telephone number is DSN 567-5818/5819/6350 or commercial (912) 439-xxxx.

The Basic School (TBS), Quantico is authorized to order 6,000 copies of MCCS Book 1A and 1B annually with one set to be given to each officer attending TBS. School of Infantry East and West Coast are authorized to order 17,000 copies of MCCS handbook book 1A and 1B annually.

The following manuals can be accessed from the MCI web site, [www.mci.usmc.mil](http://www.mci.usmc.mil) as well:

- MK19 TECHNICAL MANUAL
- MK19 FIELD MANUAL
- M249 (SAW) FIELD MANUAL
- M2 (.50 Cal) TECHNICAL MANUAL
- M2 (.50 Cal) FIELD MANUAL
- ARMY CORRESPONDENCE COURSE PROGRAM (AIPD)
- MARINE CORPS DOCTRINE MANUALS

## **APPENDIX B**

### **ADDITIONAL EDUCATION AND TRAINING SOURCES**

1. Distance education and training courses and PME programs prepared by MCI are designed to fulfill the unique needs of the Marine Corps. Marines may also enroll in distance education courses and programs offered by the Army, Navy, Air Force, and the U.S. Coast Guard.

2. Since each service has different procedures, eligibility requirements, and forms for course enrollment, Marines should check the course catalog of the specific service thoroughly before applying for enrollment. Catalogs for each service are provided to all Marine Corps activities. Address requests for catalogs of other services to the Commandant of the Marine Corps (Code ARDS), 2 Navy Annex, Washington, DC 20380-1775. Writing or telephoning the service directly can also obtain catalogs for each service. Address and telephone numbers are provided below.

3. The following information is provided to assist Marines in contacting other service distance education institutes:

a. Army

Army Correspondence Course Program

Catalog: DA PAM 350-59

Enrollment/Student Services/Information:

Army Institute for Professional Development (AIPD)

U.S. Army Training Support Center

Fort Eustis, VA 23604-5121

DSN: 927-3697

COMM: (757) 878-2169/5410

Catalog Address: U.S. Army AC Publications Center

2800 Eastern Boulevard

Baltimore, MD 21220

Internet Address: [WWW.ATSC.ARMY.MIL/ACCP/AIPD](http://WWW.ATSC.ARMY.MIL/ACCP/AIPD)

Examples of courses available:

Air Defense (*Cover and Deception for Air Defense Units*)

Armor (*Combat Orders and Plans* and *Turret Familiarization M1A1 Tank*)

Chemical (*Chemical Detection and Reporting* and *Chemical Agents/ Components*)

Public Affairs (*Introduction to Journalism* and *Radio and TV Interviewing*)

Engineer (*Field Fortifications* and *Explosives and Demolitions*)

Field Artillery (*Precision Registration; Fire Planning for Offensive Missions; and AN-GVS-5 Laser Range Finder*)

Infantry (*Infantry Squad Operations; Mortars; and Tow Tactics*)

Intelligence (*Intelligence Preparation of the Battlefield* and *Captured Documents Handling*)

Military Police (*Physical Security Planning* and *Civil Disturbance Operations*)

Ordnance (*Maintenance of the M198 Howitzer* and *Maintenance of the M249 Machinegun*)

Communications (*Multichannel Radio Systems; Principles of Radio Wave Propagation; and Communications Security*)

Motor Transportation (*Motor Convoy Operations; Wheeled Vehicle Brake Systems; and Wheeled Vehicle Engines*)

b. Air Force

Air Force Institute for Advanced Distributed Learning (AFIADL)

Catalog: AFIADL Course Institute Catalog

Catalog Address: Air Force Institute for Advanced Distributed Learning  
50 South Turner Boulevard  
Maxwell AFB Gunter Annex, AL 36118-5643  
DSN: 596-4536/4329/4255  
COMM: (334) 416-XXXX

Internet Address: [www.maxwell.af.mil/au/afiadl](http://www.maxwell.af.mil/au/afiadl) PROTO.HTM

Examples of courses available:

Professional Military Education (*History of U.S. Air Power*)  
Aircrew Operations (*Airborne Electronic Fundamentals*)  
Weather (*Supplemental Forecaster Training*)  
Communications-Computer Systems (*Radio Communications Systems*)  
Communications-Electronic Systems (*Satellite and Wideband Communications Equipment*)  
Communications-Electronics (*Relays, Generators, Motors, and Electromechanical Devices*)  
Civil Engineering (*General Contingency Responsibilities*)  
Public Affairs (*Radio and Television Broadcasting*)  
Security Police (*Crime Prevention and Ground Combat Skills*)  
Classified National Security Information Management (*Declassification Training*)  
Intelligence (*Signals Intelligence Production*)  
Aircrew Protection (*Survival, Evasion, Resistance, and Escape (SERE) Training*)

c. Coast Guard

Coast Guard Institute

Catalog: Coast Guard's List of Correspondence Courses

Catalog Address: Commanding Officer  
United States Coast Guard Institute  
5900 S. W. 64th Street  
Oklahoma City, OK 73169-6990  
COMM: (405) 954-4265

Internet Address: [WWW.USCG.MIL/HQ/CGI/INDEX.HTM](http://WWW.USCG.MIL/HQ/CGI/INDEX.HTM)

Examples of course available: Public Affairs Specialist  
Food Services Specialist  
Fireman  
Elementary Algebra/Celestial Navigation

4. Officers may complete an Intermediate Level School distance education program offered by the services below. Marine officers completing another service's distance education program must also complete *The Marine Air-Ground Task Force (MAGTF)/Marine Corps Planning Process (MCP)* (8845).

a. Naval War College Nonresident Program

Address: Naval War College (Code IG)  
686 Cushing Road  
Newport, RI 02841-1207  
DSN: 948-2135/3898  
COMM: (401) 841-2135

Internet Address: [HTTP://WWW.USNWC.EDU/NWC/CCE/INDEX.HTM](http://WWW.USNWC.EDU/NWC/CCE/INDEX.HTM)



b. U. S. Army Command and General Staff Corresponding Studies Program

Address: CGSC  
DNRS Eisenhower Hall  
Building 120, Room 273N  
280 Gibbon Avenue  
Fort Leavenworth, KS 66027-2314  
DSN: 585-3362/3380  
COMM: (913) 758-3362/3380

Internet Address: [HTTP://WWW-CGSC.ARMY.MIL/NRS/APPLY/CATALOG/CH1.HTM](http://WWW-CGSC.ARMY.MIL/NRS/APPLY/CATALOG/CH1.HTM)

c. Air Command and Staff College Associate Programs

Address: AOS - EIOR  
50 South Turner Blvd.  
Maxwell AFB, AL 36118-5643  
DSN: 596-4536  
COMM: (334) 416-4536

Internet Address: [HTTP://WWW.CDSAR.AF.MIL/ECI/ECI/CATTOC.HTM](http://WWW.CDSAR.AF.MIL/ECI/ECI/CATTOC.HTM)

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## **APPENDIX C**

### **MCI PRODUCT DELETIONS AND ADDITIONS/REVISIONS**

1. The following MCI products were deleted since the last printing of the *Annual Course Listing*:

0370A *Marine Rifleman Combat Skills*  
0385A *Land Navigation (Web)*  
0386 *Land Navigation (CD)*  
0112C *Counseling for Marines*  
2552C *Field Switchboards – Installation and Operation*  
3520 *Administrator Course for Troubleshooting the M998 Electrical System*  
571 *NBC Individual Survival Measures*

2. The following MCI products were added or revised since the last printing of the *Annual Course Listing*:

0034 *Fundamentals of Marine Corps Leadership (CD)*  
0035 *Fundamentals of Marine Corps Leadership (Web)*  
0370B *Marine Rifleman Combat Skills*  
0112D *Counseling for Marines*  
0118K *Spelling*  
0138B *Order Writing Clerk*  
581E *Corrections*  
2552D *Field Switchboards - Installation and Operation*

3. The following MCI Job Aids have been added since the last printing of the *Annual Course Listing*:

*Communications for the FMF Marine*  
*Afghanistan: An Introduction to the Country and People*  
*Enlisted Aides Handbook*  
*Saddam Hussein and Iraq: An Introduction*